

UNIVERSITY-BASED CHILD AND FAMILY POLICY CONSORTIUM

Steering Committee:

Karen Cadigan, Ed.S., Ph.D.
*University of Minnesota &
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Columbia University

Matthew Stagner, Ph.D.
University of Chicago

Director:

Jenni Owen, MPA
Duke University

Associate:

Genevieve Benedetti
University of Chicago

Position title: Policy Intern, Engagement Interest Group
Organization name: The University-Based Child & Family Policy Consortium (CFPC)

Location: Virtual and/or dependent upon intern's Consortium institution membership

Work days: M-F (flexible; to be arranged)

Start Date: Immediate (negotiable)

End Date: Ongoing (negotiable)

Supervisor: Brittany Rhoades, Ph.D., Pennsylvania State University

Total Hours: 2-5 hours/week (negotiable)

Compensation: Unpaid

The [University-Based Child & Family Policy Consortium \(CFPC\)](#) is an organized and intentional forum fostering scientific collaboration around child and family policy issues, cross-disciplinary undergraduate and graduate training, and effective translation between research, practice, and policy issues. Consortium membership includes over [twenty-five centers and programs](#) that represent the social, behavioral, and health sciences fields, including anthropology, economics, human development, nursing, pediatrics, political science, psychology, public health, sociology, and other disciplines.

After an extensive strategic planning process, Consortium members are working in "interest groups" that address CFPC's engagement, research, and career development goals. The Engagement Interest Group seeks an intern to assist with the development and implementation of a research experts' database which will support multiple Consortium goals that span across the three interest groups: research, careers, and engagement.

Internship Description

The intern will be a resourceful "organizer" and able to enhance his or her professional expertise and experience to work with Consortium members who are national experts on a wide array of content issues and areas of current concern to researchers, policymakers, and practitioners. Like Engagement Interest Group members, the intern will be committed to promoting the use of research in policy/practice. The intern will be responsible for working with the Interest Group members on the following:

Ongoing responsibilities – Providing support with word processing, editing, data entry, and maintenance; corresponding with members and others via email; attending regular conference calls; performing Internet searches; other tasks as assigned.

Core responsibilities – Help survey and identify *current* Consortium members' general research expertise areas, collaboration interest areas, and policy consultation research areas and experiences; develop a system for collecting this information from *new* Consortium members; develop and organize a searchable, user-friendly, flexible database of Consortium members' expertise areas.

Qualifications

Desired is an individual with excellent communication skills, interest in nonpartisan policy work, demonstrated initiative, and dedication to children, youth, and family-related issues. Someone who enjoys working in academia, likes variety in tasks and activities, enjoys both team and autonomous work, is flexible, and is committed to working with diverse populations of university communities will excel in this internship. Experience with database creation and/or maintenance a plus.

Candidate will have demonstrated ability to learn, handle, and prioritize multiple tasks to meet deadlines, be effective at identifying and solving problems, and pay close attention to detail. Ideal candidate will have familiarity with university operations, the Microsoft Office suite, SurveyMonkey, relevant databases (preferred but not required), and regular access to a computer and the Internet.

Application Instructions

Please email your cover letter, resume, and a brief description of any course or department internship criteria to Dr. Rhoades at blr162@psu.edu.