



Institute for Policy Research and Engagement Summer Research Assistant Internship Program Position Announcement

Supervisor: Josh Bruce
Pay: \$13.00 - \$15.00/hr, depending on experience
Start Date: Monday, June 22, 2020
End Date: Friday, September 18, 2020
Hours/week: 30 - 40 hours per week for at least 8-10 weeks, contingent on funding and performance

INSTITUTE FOR POLICY RESEARCH AND ENGAGEMENT SUMMER INTERNSHIP PROGRAM

The [Institute for Policy Research and Engagement](#) (IPRE) is an interdisciplinary organization at the University of Oregon that conducts research and assists Oregon communities by providing planning and technical assistance to help solve local issues and improve the quality of life for Oregon residents. Through IPRE's service-learning programs, student participants gain important professional and service experience by helping to solve community and regional problems. Through its programs, IPRE works to establish relationships and strengthen the partnerships between faculty and students at the University of Oregon and community representatives, state and local agencies, and non-profit organizations.

Each summer, IPRE hires students as research assistants to conduct planning and policy work for Oregon communities. IPRE interns engage in a variety of projects with a range of tasks. We are looking for motivated individuals who are passionate about working on planning and policy projects for Oregon communities, can work independently and in teams, and have experience working in communities.

As part of the internship, we offer two professional development workshops and one-on-one mentoring throughout the summer. We expect interns to approach the internship as a professional development opportunity similar to an internship in any organization external to UO. Interns will complete one written reflection and a final performance review.

INTERNSHIP ELIGIBILITY

To be considered for the IPRE Summer Internship, you must have completed one year's worth of graduate work in a PPPM graduate program (MCRP, MPA, or MNM) or have completed PPPM 408: Real World Eugene by the end of Spring Term 2020.

JOB DUTIES/RESPONSIBILITIES

- Write technical memos and reports
- Collect and synthesize data, both from primary sources (including surveys) and secondary sources (including the US Census and other databases)
- Facilitate meetings, including advisory committee meetings, community workshops, and small workgroups
- Develop presentations
- Conduct interviews
- Interact with community residents
- Other duties as required by your project or assigned by IPRE supervisors

INTERNSHIP REQUIREMENTS

To successfully complete the IPRE Summer Internship, you must:

- Attend at least one professional development workshop offered by IPRE faculty
- Complete at least 8 full weeks of work
- Complete one written reflection
- Complete one final performance review

QUESTIONS

Please direct any questions about the IPRE Summer Internship to Aniko Drlik-Muehleck.

Aniko Drlik-Muehleck, aniko@uoregon.edu

p: 541-286-5110

APPLICATION PROCESS

Please email one (1) pdf file that includes your cover letter, resume, and answers to the supplemental questions to Julie Foster by **12pm PST on Friday, May 8, 2020**. Include your last name in the file name. We will not accept late applications. In your cover letter please describe why you want to work with IPRE this summer and what skills you bring.

Julie Foster, jdfoster@uoregon.edu

p: 541-346-2878

We will review applications based on the following:

- **Skills** – preference will be given to applicants with the skillset required to perform the job duties; skill level is judged both through this application and the abilities you have demonstrated in class
- **Motivation** – preference will be given to applicants who demonstrate a strong motivation to provide high quality services to the communities we serve; motivation is judged both through this application and the behaviors you have demonstrated in class
- **Availability** – preference will be given to applicants with the fewest conflicting summer commitments

We will make final determinations and offers by **Friday, May 15, 2020**.

SUPPLEMENTAL QUESTIONS

1. Please tell us how participation in the IPRE Summer Internship will help you reach your short- and long-term personal and professional goals. (500-word maximum)
2. What other commitments do you currently have over the summer? Please include other jobs, internships, classes, scheduled and expected travel/vacation, etc. and the time commitment expected for each activity. Please note if you have applied for other jobs/internships and whether you have an offer or have accepted.
3. What program are you currently enrolled in? List all that apply.
 - Undergraduate – PPM Major or Minor
 - MCRP
 - MPA
 - MNM

- Certificate in Nonprofit Management
 - Certificate in Arts Management
4. Will you have completed Community Planning Workshop by the end of Spring Term 2020?
Yes/No
 5. Will you have completed Real World Eugene by the end of Spring Term 2020? Yes/No