

Summer 2019 Internship

Who We Are

WSIPP's mission is to carry out practical, non-partisan research at the direction of the legislature or board of directors. WSIPP works closely with legislators, legislative and executive staff, and external experts to ensure that studies answer relevant policy questions. WSIPP studies come from a variety of perspectives. They may examine "what works?" in various policy areas, estimate the relative benefits and costs of specific strategies, or assess how policies in Washington compare to those in other states.

What We Provide

Interns assist WSIPP researchers and staff on a variety of projects, including those assigned by the legislature. Interns provide research assistance and administrative support for multiple projects throughout their internship, working both independently and with other researchers. One of the primary tasks for an intern is to conduct literature reviews, which involves critically evaluating studies for methodological rigor and determining if they can be included in WSIPP analyses.

Qualifications

Undergraduate and graduate students, as well as recent graduates, are encouraged to apply. Persons applying for internships must have an interest in public policy. Interns must be detail-oriented, highly motivated, and have the ability to self-manage. WSIPP expects interns to be engaged and ask questions, report to researchers on the status of projects, and prioritize and balance work assignments from multiple researchers. Interns should be familiar with conducting literature reviews and analyzing and summarizing research articles. Interns are expected to work diplomatically, professionally, and in a non-partisan manner.

Interns must possess the following minimum qualifications:

- Computer: Proficient in Microsoft Word, Excel, Access, and PowerPoint
- Analytical: Experience conducting literature reviews and analyzing and summarizing academic research articles
- Communication: Strong writing and oral communication skills
- Education: Two years of college credit and pursuing a relevant major (e.g., public policy, economics, political science, criminal justice, public health)

The following are desirable qualifications. Internship candidates ideally have taken coursework or have an interest in one or more of the following:

- Research methods
- Public policy
- Statistics
- Advanced Excel skills, including working with formulas and macros

Logistics and Compensation

Our office is located in Olympia, Washington. Interns not currently based in Olympia are responsible for finding housing and arranging transportation. We offer flexible schedules within usual business hours. If you are actively attending classes during your internship, you may not work more than 19 hours per week. Compensation is based on qualifications (approximately \$12-\$19/hour).

How to Apply

WSIPP offers an annual summer internship and occasional internships throughout the year. Applicants interested in the summer position should submit their materials by our priority deadline on March 8, 2019. Following a review of applications, we will conduct interviews with selected candidates. We will notify all summer applicants of our decision in April.

Ongoing internships may be offered throughout the year depending on staff time, assignments, and project funding. If you cannot apply for the summer position, but you would like us to consider your application at another time of the year, please specify so in your cover letter.

To apply, please submit the following:

- ✓ Cover letter (address how you meet the qualifications)
- ✓ Resume
- ✓ Questionnaire (see instructions below)
- ✓ One letter of recommendation (faculty or professional)

Application packets should be sent to institute@wsipp.wa.gov or mailed to the following address:

Washington State Institute for Public Policy
ATTN: Erica Cross
110 Fifth Ave. SE, Suite 214
Olympia, WA 98504

Questionnaire

Answer the following questions. Submit your written response in no more than two typed pages.

- 1) What is/was your major or program and why did you choose it?
- 2) Describe your interests and explain why WSIPP would be helpful in achieving your career goals.
- 3) What is an academic or professional achievement that you are most proud of?
- 4) When are you available to start the internship and how many hours per week can you work?