



Qualitative Research & Data Analysis Internship

Updated: January 2018

Internship Overview/Practicum description:

School-to-School International (STS) has an exciting *Qualitative Research & Data Analysis Internship* opportunity to work with our Programs & Research team, supporting our mission to improve children's education globally. The ideal intern will contribute to a baseline evaluation of a holistic girls' education project in Ethiopia funded by DfID's *Girls' Education Challenge (GEC)*.

The selected candidate will be mentored by STS staff in mixed methods program evaluation and applied qualitative research; gain first-hand experience cleaning, coding and analyzing qualitative data using *Atlas.ti*; as well as have opportunities to make new contacts and gain experience at a small but growing nonprofit in the international education sector. This is an approximately **10-week, volunteer internship** working an estimated 10 hours per week with STS's Research and Programs Team.

This is an **unpaid, virtual internship** will be conducted remotely. The internship is expected to begin in late February 2018 and end in April 2018. The internship requires a minimum commitment of 10 hours per week. Hours are flexible during either East coast or West coast business hours (9am – 6pm) Monday-Friday. The intern should provide his or her own laptop.

Responsibilities:

The selected interns main task will be to assist with the analysis of qualitative data as part of a baseline study. Responsibilities include, but are not limited to:

- Participate in weekly meetings with relevant STS research and program staff and consultants;
- Become familiar with qualitative tools (such as key informant interview forms and focus group discussion guides), including corresponding data sets;
- Conduct basic qualitative data cleaning, coding and analysis using *Atlas.ti*;
- Maintain documentation for data intake, processing, analysis and reporting;
- Maintain a log (either in word or *Atlas.ti*) of issues faced during analysis and or/reporting so results can be replicated/verified;
- Think creatively about ways to present results for data-based decision making and present data to help decision-makers interpret results for action;
- Other duties as assigned by supervisor.

Required Qualifications

- Currently enrolled graduate student OR recent degree recipient (within the past calendar year) studying in one of the following fields: Education, Evaluation, International Development, Gender Studies, Anthropology, or related field.

- Graduate coursework in qualitative research methods (such as interviewing, focus group discussions, participant observation and/or classroom observations).
- Excellent technical, research, writing and problem-solving skills.
- Proven ability to work independently (including experience conducting independent research projects).
- Proven organizational skills, meticulous attention to detail and quick-learner.
- Demonstrated initiative, versatility, integrity and interpersonal skills.
- Proficiency in MS Office (Word, Excel, PowerPoint, Outlook).
- Professional proficiency in written and spoken English is required.

Preferred Qualifications

- Training and/or experience in qualitative data analysis, including use of qualitative analysis software (such as Atlas.ti, NVivo or MAXQDA).
- Background study, research and/or experience in international education, gender issues or African studies, preferred.
- Familiarity with program evaluation and/or mixed methods approaches.
- Data visualization skills (e.g. Tableau).
- Ability to read Amharic or Wolayttatto is a plus.

How to Apply

Please submit a resume/CV, cover letter describing your interest and qualifications, and one writing sample that reflects experience conducting independent research or analysis to info@sts-international.org using the subject line: "Qualitative Research and Data Analysis Intern."

Applications will be reviewed on a rolling basis with the deadline to apply 5pm EST January 26, 2018.

About School-to-School:

School-to-School International (STS) is a non-profit organization based in Pacifica, California that seeks to transform education and school health in developing countries so that every child can succeed in school. For over a decade, we have partnered with individuals, government ministries, non-governmental organizations, private foundations, and research institutions to improve the quality of children's learning through educational research and integrated support solutions for children in primary school. We currently have projects in over 20 countries across the globe. We provide assistance in the areas of: research and evaluation, curriculum and training, and policy and planning.

School-to-School International is an equal employment opportunities (EEO) employer and all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, disability status, protected veteran status, gender identity, sexual orientation or any other characteristic protected by federal, state and local law requirements.