

## **OSPIE Intern Program**

Are you curious about learning, how people learn, and how to know if people 'know'? Do your friends and family compliment you for your interest and engagement in current events related to education? Is one of your personal goal to 'improve' and become 'better' in every way? You may find the **OSPIE Intern Program** a good space to grow and develop, and also meet others in the field.

The goal of the **OSPIE Intern Program** is to develop future resources for our office as well as offices like ours that play a critical role in the effectiveness of the institution. Assignments and work responsibilities are carefully structured to develop the abilities of interns in strategic planning, assessment and evaluation, data application for decision making, and accreditation.

### **Title:**

Strategic Planning and Institutional Effectiveness Intern

- Institutional Assessment Intern
- Distance Education Assessment Intern
- Quality Enhancement Plan Intern
- Community Engagement Intern
- GENED Assessment Intern

### **What You Will Learn:**

- How to select, collect, and analyze data for decision making
- How to share data with stakeholders
- How to evaluate data for accuracy and sufficiency
- How to transform data to information
- The ethics of data generation, interpretation, and application
- SAS and SPSS training
- Opportunity to attend/present at conferences in the discipline

### **What We Require:**

- Background in instructional design, education, business, statistics, adult education or related discipline.
- Experience in instructional design and training
- Proficiency in Excel and Microsoft Suite Office
- Capacity to be organized and detail-oriented, including the ability to prioritize time-sensitive assignments
- Ability to work independently on weekly assignments and targets, and follow up effectively
- Ability to stay focused on completing assignments by deadline, and to maintain quality in work
- Basic graphic design work and ability to create infographics
- Excellent verbal and written communication skills
- Attention to detail

The position begins July 1 each year and ends June 30 of the following year, with the option to renew for a year based on quarterly performance reviews. You are expected to work 20 hours a week and will be paid \$14-15/hour.

**To apply, please submit your application to Muktha Jost (mjost@ncat.edu).**

### **Include:**

- Vita
- Copies of transcripts
- 300-500 word write up on why you might be an asset to the Office of Strategic Planning and Institutional Effectiveness (the best essays are those that integrate the 'What We Require' items)