



CSHPE Internship Job Description

2023-2024

*Depending on the status of COVID-19, some or all of this internship may take place in virtual format.

Program/office name: Center for Education Design, Evaluation, and Research (CEDER)

Intern's job title: Evaluation Intern

Office location/address: 1036 School of Education, 610 E. University

Website: <https://soe.umich.edu/ceder>

Name of supervisor: Direct supervisor will be dependent on project assignment, with oversight by Dr. Vicki Bigelow (she/her)

Supervisor phone number and email address: 248-894-7034, vbigelow@umich.edu

How students should address their cover letter: Dear *CEDER Hiring Committee*

On-campus at the University of Michigan or off-campus? Both, mostly on-campus (after COVID restrictions have been lifted)

Hourly salary: \$20/hr (with opportunities for promotion and pay raises if intern stays on during the summer or for a second year)

Number of hours per week (must be 10-20 hours per week): 10

Approximate percentage of time working directly with students: Depends on the project; usually minimal

Approximate percentage of time working remotely/virtually: Must work at least one 4-hour shift in office per week; the student can choose remote or in-person work for most remaining hours

Is work study required? No

Approximate start and end date: September 2023 to April 2024

Type of internship:

☐ Student Affairs or Services (e.g., admissions, academic advising, student programs, etc. that are student-facing or support student-facing work)

☐ Higher Education Administration (e.g., program management, general project coordination, etc.)

☒ Research/Assessment/Evaluation

☐ Other: _____

As an intern, you will gain experience in or exposure to the following areas:

	High	Medium	Low	None
Advising (Academic advising)				x
Advising (Student advising of non-academic issues)				x
Academic Program Management				x
Admissions/Recruitment				x
Alumni Relationship-Building				x
Assessment/Program Evaluation	x			
Budget Management			x	
Career Services				x
Crisis Management				x
Curriculum Development or Support				x
Event Planning			x	
Faculty Support				x
Focus on Diversity, Equity, and Inclusion (DEI)		x		
Focus on Social Justice Issues		x		

Fundraising/Development				x
Grant Writing			x	
International or Global Education/Study Abroad				x
Living-Learning Community/Housing				x
Marketing/Communications				x
Public Speaking			x	
Research			x	
Service Learning/Civic Engagement				x
Student Activities/ Co-Curricular Programming				x
Supervision				x
Teaching/Group Facilitation			x-focus group interviews	x
Other: Teamwork, presentation skills, client meetings, project management	x			

Job description:

CEDER, a center within the University of Michigan School of Education, provides expertise on topics relating to teaching, learning, leadership, and policy at multiple levels of education. Specifically, CEDER supports the evaluation, design, and development of education curricula, programs, technology tools, and software for other units on campus and for K-12 and informal learning settings in surrounding communities.

CEDER provides design and evaluation services to both internal university partners and external clients across the state of Michigan. Previous and current partners include U-M faculty, the state of Michigan, community-based non-profits, and federal programs. The CEDER design and evaluation teams are comprised of individuals with both research and evaluation experience, in addition to faculty principal investigators and consultants.

This internship is ideal for those who are interested in which areas of higher education? Evaluation, public policy, institutional research, management and organization, student access and success, diversity and social justice in higher education

What skills/knowledge will the intern gain from this internship? 21st century skills (communication, collaboration, and teamwork; project management; social and civic responsibility and ethical reasoning, self agency and efficacy, thinking logically and creatively about evaluation problems, presentation skills, live client experience). The intern will have an opportunity to apply theory, research, and methodology (qual, quant, mixed methods) to authentic contexts, contributing to professional evaluation reports that reflect cutting-edge data visualizations. Overall, the intern will gain a good sense of the work done by professionals who choose a career in evaluation/assessment.

What are the benefits of working here? Flexibility, working within a friendly, supportive culture underpinned by shared values and goals, a strong sense of team, opportunities to learn and get a wide range of experiences that link to one's learning goals. Opportunity to work with multiple project leads. Nice workspace is provided.

How do you describe your work style as a supervisor? As indicated above, the supervisor will depend on project assignments. Generally, our CEDER approach to supervision is one of generous authority, where we lead with the highest intention for each person. Toward that end, we like to delegate work that is interesting to interns and contributes to their growth and development and provide the support the intern needs to be successful. We have an open-door policy. We like to feel we are approachable and willing to share our

knowledge and experience. We like to recognize accomplishments and give people a sense that their contributions are important to our work.

What are work expectations? We are very supportive but do not like to micromanage. We are looking for interns who are self-starters, who can take ownership over their assigned tasks to get them completed, and check-in and ask for help when needed. Interns are expected to work about ten hours a week. That number can be flexibly increased or decreased based on school demands (e.g., when papers, exams are due) as long as there is good communication around deadlines. We respect students' winter, spring, and holiday breaks. Once COVID restrictions are lifted, we will expect a good portion of the interns' time to be spent in the office.

Optional: Words from previous student intern(s) regarding their experience in this role (please provide no more than a short paragraph)

"As an intern at CEDER, I was able to gain direct experience with all aspects of the research and evaluation process, practically from the day I started there. As someone who came in with very little knowledge of what I wanted to be "when I grow up," the opportunity to experiment with everything--including conducting interviews, meeting with clients, developing survey tools, and analyzing data in both Stata and Excel--was invaluable. In all things, my ability to learn and grow was (and still is!) a priority to all of the wonderful folks at CEDER, who are possibly an even greater asset even than the chance to complete an internship itself." *Megan Ahlquist CEDER Intern 2019*