

Educational Internship Opportunity (Unpaid)

Student Analyst, Research and Policy Analysis Division Office of Grants and Research, Executive Office of Public Safety and Security

Overview: The Office of Grants and Research (OGR), an arm of the Executive Office of Public Safety and Security (EOPSS), serves as the State Administrative Agency for federal criminal justice, highway safety, and homeland security funds. Additionally, OGR is home to the Research and Policy Analysis Division (RPAD), which uses research and evaluation to promote public safety and policy decisions in the Commonwealth of Massachusetts.

Internship Goal: Develop a mutually beneficial applied learning/work experience for students interested in criminal justice research and evidence-based policymaking; policies and programs related to juvenile justice and the adult correctional system; government/public administration; and/or cost-benefit analysis.

Desired Skills/Interests: Research, data analysis, policy analysis, reporting/presenting data, conducting literature reviews/searches, summarizing findings of best practices/evidence-based programs, data management, legislative activity, grants management, secretarial/administrative services, event planning, website development, cost-benefit analysis, statistics, and project management. The ideal candidate will have a background in criminal justice, sociology, political science, economics, statistics, and/or public administration.

Competency at Time of Hire in at Least One of the Following Program Areas:

Microsoft Office Suite 2010, IBM SPSS, Adobe Pro, or ArcGIS.

Potential Projects:

- Conduct research in areas of interest including juvenile justice, youth violence, violence against women, youth gangs, sexual assault, substance abuse, crime reporting or recidivism, or criminal justice interventions
- Conduct and compile surveys
- Review financial reports
- Data entry/administrative projects
- Review and analyze grant program files
- Coordinate conference calls, webinars and/or a one-day topic specific event
- Develop a compendium of best practices/evidence based programs
- Create charts, graphs, and tables containing both data from Massachusetts and from National sources (i.e. FBI)
- Validate electronic data against other official sources of data such as court and/or police records
- Collect, code and enter information into databases

Position Details: This is an unpaid position but students may utilize this professional opportunity towards educational credits at their respective colleges/universities. This rolling opportunity offers a flexible start date, end date, and weekly schedule. Interested candidates should submit a resume and cover letter via email or by mail to the contact listed below. In your submission, please note any research topics of particular interest and also be sure to include the time period for which you are applying.

Interested candidates must pass a criminal background check prior to hire.

Location: State Transportation Building, 10 Park Plaza, Suite 3720, Boston, MA 02116 (accessible to public transportation)

Lisa Sampson, Director, Research and Policy Analysis Division

Executive Office of Public Safety and Security

Office of Grants and Research

10 Park Plaza, Suite 3720

Boston, MA 02116

Phone: 617.725.3306

Email: Lisa.Sampson@state.ma.us

Website: <http://www.mass.gov/eopss/agencies/ogr/>

LinkedIn: <https://www.linkedin.com/company/commonwealth-of-massachusetts>

Twitter: <https://twitter.com/massgov>