Position Details

Position Type: Internship (For Stipend)
Reports To: Senior Manager of Learning and Evaluation
Work Location: Atlanta, GA
Level of Travel Required: Minimal
Duration: 9 Weeks (May 2019-July 2019)

CPI Overview

The UNCF® Career Pathways Initiative is a seven-year, grant-funded pilot program designed to enhance the capacity of selected Historically Black Colleges & Universities (HBCUs) and Predominantly Black Institutions (PBIs) to help their students find meaningful employment in their desired career fields. CPI aims to improve the ability of educational institutions to serve their two primary stakeholders: students who rely on these institutions to prepare them for life after graduation and employers who look to them for well-prepared college graduates.

Job Overview

UNCF CPI is seeking a data enthusiast to support the UNCF Institute for Capacity Building team in evaluating datasets and producing reports to support increased health at our institutions. In this position, the intern will work with a variety of datasets and be expected to extract meaningful insights to develop content for various audiences. The intern will source, collect and clean data and learn to extract required data from national data sets. Additionally, in supporting the annual convening and data institute the intern will be required to work with a polling software application to develop evaluations, as well as questionnaires for focus groups, and other research activities.

Duties and Responsibilities

- Help develop research tools
- Manage UNCF CPI databases
- Conduct various data analyses and produce reports
- Participate in a variety of research initiatives to support ICB/CPI programs
- Support the creation of data visualizations
- Provide administrative and convening and data institute support as needed

Skills/ Qualifications/ Experience

- Excellent problem solving, critical thinking and communication skills.
- Self-motivated with the ability to multi-task competing project and priorities
- Applicants must be currently enrolled in an accredited undergraduate degree program

Application must include the following

- Current resume/CV
- Unofficial transcript from undergraduate program
- List of three professional/academic references
- Writing sample (1-2 page)

Please submit application materials to:

CareerPathways@uncf.org
Subject Line: 2019 CPI Data Analytics Internship