



## Research Internship

Global Village Project is an accredited, non-profit middle school serving refugee young women ages 11-18 who have experienced interrupted or limited education. The **Research Intern** will support the Head of School and Curriculum & Assessment Coordinator in researching and improving assessment methods and tools and curriculum development.

### Schedule

Must be available to work 8-12 hours per week between the hours of 7:30AM-5:00PM M-F

### Intern responsibilities may include:

- Support Curriculum & Assessment Coordinator in designing and writing curriculum
- Collect and annotate relevant literature related to GVP's educational approach
- Research assessment methods and tools
- Collect and analyze qualitative and quantitative data
- Prepare materials for submission to granting agencies and foundations
- Maintain up-to-date and organized student records and research findings
- Support morning and/or afternoon study hall supervisors and tutor students
- Communicate with and support enrichment activities facilitators
- Assist teachers, administration, enrichment facilitators, and volunteers when needed
- Serve as a front office receptionist and greeter for all visitors, volunteers and staff when necessary

### Required Qualifications:

- Must have an interest in research methods, education, literacy, ESOL, applied linguistics, refugee learners, learners with limited formal education, and/or non-profit development
- Flexibility and a willingness to learn
- Patience and a positive attitude
- Sensitivity to people of all cultures, ethnicities, and religious backgrounds
- Cultural competency and understanding of working with marginalized communities
- Strong communication and interpersonal skills
- Organizational/time management skills, ability to prioritize with attention to detail
- Proficient in Microsoft Office Suite

### Preferred qualifications:

- Prior experience developing assessment tools relevant to data collection and/or assessment activities

- Prior experience organizing and analyzing various types of data
- Proficiency with software databases and spreadsheets and programs and applications such as ACCESS, EXCEL, WORD, POWERPOINT and other data management tools
- Experience working with English Language Learners, particularly refugees
- Foreign language proficiency desirable (Arabic, Nepali, and Burmese (Burmese, Rohingya, Karen, Chin) or African languages (Somali, Swahili, Kinyarwanda/Kirundi, Amharic) desirable but NOT required

**How to Apply:**

Interested persons should send resume and letter of interest to Dr. Cassie Leymarie, Curriculum & Assessment Coordinator, Global Village Project, [cassieleymarie@globalvillageproject.org](mailto:cassieleymarie@globalvillageproject.org).

\*\*This is an unpaid internship. Intern positions are open until filled. College credit can be arranged.