



Department of Planning, Public Policy and Management Internship Posting Form

Use tab or arrow keys to move between fields.

Organization Information

Name of Organization	Oregon Student Assistance Commission
Street Address	1500 Valley River Drive, Suite 100
City, State, Zip Code	Eugene, OR 97401
Web Site	http://www.osac.state.or.us/

Description of Organization: Brief summary of organization and work environment. (No more than 100 words)

The Oregon Student Assistance Commission is the state agency that administers state and federal financial aid programs, houses scholarships, delivers access programs to Oregon high school students, and works to eliminate barriers to higher education. The agency has approximately 35 employees and is administered by a governor-appointed commission.

Internship Title and Description: What will the student learn? Describe anticipated tasks and responsibilities. If internship is a project, describe type and scope. Indicate if travel is required. **If your description exceeds 200 words, attach a separate sheet.**

The Oregon College Access Network is a new program housed at OSAC, working to connect access professionals together to build the capacity of individuals and programs to work with Oregonians to create an easier pathway to college for underrepresented Oregonians.

Research Assistant: Interns will be responsible for assisting in the creation, dissemination, tracking, analysis, and reporting on a statewide needs assessment and gap analysis of statewide college access programs. Access programs are projects such as college awareness programs, youth mentoring, financial aid assistance, and scholarship education.

In assessing the programs, interns will assist in stakeholder interviews with key education, non-profit, civic, scholarship donors and business leaders across the state. Interns will help in coordinating a meeting for stakeholders, selection of invitees, preparing a meeting agenda, gathering demographic, socioeconomic, and education data. Interns will also assist with follow-up phone calls and one-on-one interviews.

The administration of the statewide survey will require interns to assist in the research and coordination of survey participants, designing survey, distributing, collecting, and following up on the survey.

In analyzing the survey, interns will be required to apply some quantitative and qualitative analysis techniques.

Assistants may receive assignments associated with the program to fulfill internship hour requirements.

Qualifications: Describe the general knowledge and skills required. Note any preferred skills. (No more than 100 words)

General knowledge and skills required: Excellent written and verbal skills. Ability to work one-on-one with professionals. Ability to analyze statistical data and run database queries. Some knowledge of higher education system a plus. Some travel required (negotiable).

Hours: The academic term is 10 weeks.

Anticipated hours/week: 10-12 (negotiable additional hours if additional internship credits are desired)

Pay: Indicate if internship is paid and if so, whether the pay is an hourly wage or stipend.

Yes

Hourly Wage:

Stipend: \$1,000/term

No

Term of Internship: Internships are offered on an academic term basis. Students secure their placements in the term prior to the start of the internship. The date in parenthesis indicates **your deadline** for submitting an internship posting. Indicate the academic term(s) or “ongoing” if the internship is continually available.

Fall (Aug. 15) Winter (Nov. 15) Spring (Feb. 15) Summer (May 15) Ongoing

Student Application Procedure & Deadline

E-mail cover letter and résumé to hiring team coordinator

Hiring team coordinator:
tony.j.mccown@state.or.us

Other: Writing sample (data analysis preferred)

Application Deadline: May 23

Contact Information for Site Supervisor

Site Supervisor	Vicki Merkel
Title	Director of Scholarship and Access Programs
Work Phone	541-687-7455
E-mail Address	vicki.b.merkel@state.or.us

(For information contact Tony McCown at tony.j.mccown@state.or.us)