

Summer Associate

The [Center for Public Research and Leadership \(CPRL\)](#) at Columbia University is now accepting applications for a limited number of paid Summer Associate positions from students or recent alumni of graduate programs in law, business, public policy, education, data science, or other aligned programs. Summer Associates will work on projects for client organizations that are working to make positive structural changes in public education, in particular for under-served populations. Past associates have worked with a variety of public school systems, state departments of education, education-focused philanthropies, charter-management organizations, and other public institutions, organizations, and communities that affect kids' life chances across the U.S. The pay for this position is \$25 an hour. Note: if you are a current CPRL cohort member or Project Associate, reach out to kb3211@columbia.edu for a continuing application.

Preference will be given to students who commit to CPRL's intensive, upper-level, seminar and practicum in Structural Change in Education Policy, a course that focuses on the governance, legal, managerial, leadership, policy and practical implications of structural changes taking place in US PK- 12 public education today and engages teams of students, guided by experienced engagement managers, in consulting projects for change-minded public education organizations. Read more [about the course on our website](#) and indicate your interest in the application. *Note that only current students at CPRL's [partner institutions](#) are eligible to enroll in the semester-long program.

Requirements & Logistics

- Associates will work **May 26–July 31**
- Position will be **remote**, although there may be some opportunities for in-person meetings and events depending on project needs
- Associates must be based in the United States for the duration of their employment
- Associates should be available during typical working hours (9am–5pm EST) and be able to work 35 hours per week.

Summer Associate Responsibilities

 likely will include:

- Complete research and analysis (desktop research, interview/focus group protocols, qualitative and quantitative data analysis, etc.)
- Based on research, prepare, iterate on, and finalize memos, analyses, presentations, and other deliverables
- Create and/or review deliverable to offer feedback to team
- Assist with logistics, materials preparation and day-of support for remote (and potentially in-person) meetings and convenings, from internal team meetings to project convenings of 100+ people
- Attend virtual and in-person meetings, take and clean notes, analyze them for themes and takeaways, and prepare meeting summaries

Application decisions will be rolling beginning in early March, we encourage you to submit your application early. To apply, submit:

1. A resume or CV
2. An unofficial graduate school transcript (if you are in your first semester, please submit the unofficial transcript showing your course list, without grades)
3. A written response to the following prompt: In 500 words or less, please explain what attracts you to working with CPRL and what skills, experiences, interests, and aspirations you bring to it.
4. A work sample that best represents the skills and strengths you would bring to your participation. This can be a project, report, presentation, memo, paper, lesson plan, or any other artifact that you believe best exemplifies your capabilities. We understand that many work products may contain confidential or proprietary information and will be redacted accordingly before submission.

Apply Here

Questions? Email cpri@law.columbia.edu