

## Summer Associate - Hybrid and remote opportunities available

The [Center for Public Research and Leadership \(CPRL\)](#) at Columbia University is now accepting applications for a limited number of paid Summer Associate positions. 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 the Camden, Cleveland, New York City, Newark, and Washington, DC public school systems, state departments of education, education-focused philanthropies, charter-management organizations, and other education-focused nonprofits across the U.S. The pay for this position is \$25 an hour. University students may also work for credit. Email Julie ([jc5797@columbia.edu](mailto:jc5797@columbia.edu)) to discuss this option.

Applicants may be current students in law, business, public policy, education, data science, or other aligned programs. Candidates who have completed a graduate program and are no longer current students are also welcome to apply. Note: if you are a current cohort member or Project Associate, reach out to [kb3211@columbia.edu](mailto:kb3211@columbia.edu) for a continuing application.

**Preference will be given to students** who are interested in enrolling next fall or spring in 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. .

### Requirements & Logistics

- Associates will work May 27-Aug 1
- Hybrid and fully remote opportunities available
- Open to current graduate students or those who hold a relevant graduate degree.
- 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

- 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 in-person meetings and convenings, from student 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 deadline: March 7, 2025, at 5 p.m. ET.** As part of this [application](#), you will be asked to submit four supplemental documents as PDFs:

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:
  - a. In 500 words or less, please explain what attracts you to this course and what skills, experiences, interests, and aspirations you bring to it.
4. A work sample and optional short description:
  - a. Please submit an existing work product you created recently that best represents the skills and strengths you would bring to our program. 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.

Questions? Email [cpri@law.columbia.edu](mailto:cpri@law.columbia.edu)