



STEVE WEINER AND DAVID WOLF
FOUNDER FELLOWSHIP PROGRAM
IN POLICY RESEARCH
Summer 2021

The Campaign for College Opportunity is a nonprofit 501(c)(3) broad-based, bipartisan coalition, including business, education and civil rights leaders, that is focused on a single mission: to ensure all Californians have an equal opportunity to attend and succeed in college in order to build a vibrant workforce, economy and democracy.

The Campaign for College Opportunity's **Steve Weiner and David Wolf Founder Fellowship Program** is offering one part-time, 10-week, paid Research Fellowship to prepare the next generation of higher education advocates. The Research Fellow will have the opportunity to learn what it means to advocate on behalf of California's students to access, afford, and succeed in the state's colleges and universities and how to harness the critical skills and tools necessary to compel change.

The Research Fellow, working remotely, will be tasked with assisting the Senior Director of Policy Research to conduct research, analyze data, and prepare briefs that will inform public discourse and advance policy reforms championed by the Campaign for College Opportunity. The Fellow will be heavily involved in the research and analysis of data used to identify the California colleges and universities to be honored as the *Campaign for College Opportunity 2021 Champions of Equity in Higher Education*. The Fellow will also assist in the production of other Campaign reports and briefs, including research on the equity implications of California's response to the COVID-19 global pandemic.

RESPONSIBILITIES

- Support original and secondary research and analysis to identify and disseminate relevant and reliable information on California public higher education and the experiences of low-income, underrepresented, and undocumented students;
- Lead data collection and analysis for the 2021 Campaign for College Opportunity Equity Champions in Higher Education Awards;
- Perform quantitative and qualitative research and prepare analyses;
- Monitor federal, state, and local higher education policies and programs, and prepare briefing materials that convey the impact of these developments;
- Conduct quick literature reviews and policy scans;
- Download, clean, and analyze publicly available data; and
- Write reports, memos, briefs, and other content to communicate findings and recommendations to staff and external audiences.

QUALIFICATIONS

- Interest in careers in the higher education nonprofit sector, conducting policy research and analyses with the intent of reaching diverse audiences;
- Must have knowledge of higher education and an interest in public policy;
- Bachelor's degree required, and students pursuing master's and doctoral degrees in higher education, as well as those with lived experiences related to our research, are encouraged to apply;
- Candidates who are flexible, adaptable, detail-oriented, responsive to changing priorities, and committed to being problem-solvers;
- Demonstrated ability to clearly and accurately describe complex issues in ways that different audiences can understand;
- Must demonstrate ability to work independently and manage multiple projects with strong interpersonal skills to work effectively in a team environment; and
- Knowledge and experience with qualitative and quantitative research.
- Familiarity with common datasets such as IPEDS, US Census products
- Fluency with statistical analysis software packages such as SPSS, Stata, or R. *Candidates with demonstrated capacity to use Excel for complex tasks will be considered.*
- Prior experience on a research team or in a research internship is a plus, but is not required.

WHAT YOU WILL ACHIEVE

By the end of the Steve Weiner and David Wolf Founder Fellowship Program, Fellows will have:

- Conducted original or secondary research in support of the Campaign's policy objectives;
- Downloaded, cleaned, and analyzed data from national and state databases;
- Developed protocols, conducted, transcribed, and coded qualitative interviews;
- Translated research for nonacademic audiences and contributed to the development of reports, research briefs, infographics and other written pieces that advance the Campaign's policy agenda;
- Gained a broader understanding of actionable higher education policy research.

COMPENSATION

The Steve Weiner and David Wolf Founder Fellowship Program will begin on June 1st and run for 10 weeks. Fellows are expected to work 20 hours a week at \$20/hr. This is a part-time, temporary position. This is a remote work opportunity.

SELECTION PROCESS

The Campaign for College Opportunity will accept applications for the position beginning on May 1, 2021. Interested parties should forward a **letter of interest, resume, and 2-3 page writing sample indicating "Research Fellowship"** in the subject line by email to recruitment@collegecampaign.org No phone calls please.

Those applying should preview the Campaign's website <http://www.collegecampaign.org/> to become familiar with our policy, research, outreach and communications efforts. Cover letters should include why you are interested in working with the Campaign and how the fellowship would help advance your career.

All candidates selected for an interview will be required to complete a short task aimed at assessing their skills as they progress through the interview process. The Campaign for College Opportunity is an equal opportunity employer and encourages applications from qualified persons of every background.