



**STEVE WEINER AND DAVID WOLF**  
**FOUNDER FELLOWSHIP PROGRAM**  
**IN POLICY RESEARCH**  
**2024—2025**

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 three part-time, temporary, paid Research Fellowships to prepare the next generation of higher education advocates. The positions are to start as soon as possible.

The Research Fellows 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. Working remotely, fellows will be tasked with assisting the Vice President of Research and Sr. Research Analyst 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 Fellows will be heavily involved in the production of Campaign reports and briefs, including research on the equity implications of California’s response to the COVID-19 global pandemic, as well as on-going work related to access to higher education and support for students at California’s public colleges and universities, and diversity among California’s educational leaders.

## **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;
- 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, blogposts, 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 strongly 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 and US Census products including the American Community Survey (ACS).
- Fluency with statistical analysis software packages such as SPSS, Stata, or R. *Candidates with demonstrated capacity to use Excel for complex data analysis tasks will be considered.*
- Prior experience with data visualization and data visualization programs such as Datawrapper, Tableau, and Microsoft Power BI, including experience with creating and managing dashboards.
- 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.

### **VACCINATION REQUIREMENT**

For the safety and wellbeing of our staff, the Campaign requires all employees to be fully vaccinated with COVID-19 vaccines and boosters as a condition of employment.

### **COMPENSATION**

The Steve Weiner and David Wolf Founder Fellowship Program Fellows are expected to work 20 hours a week at \$23-25/hr, based on experience. 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 until the fellowships are filled. 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](mailto:recruitment@collegecampaign.org) No phone calls please.

We invite you to consider your cover letter as an opportunity to:

- Share how your lived experiences relate to our work to improve college access and success for low-income, first-generation, and historically marginalized students in California.
- Discuss how your background and experience make you the right fit for this position.

Those applying should preview the Campaign’s website [www.collegecampaign.org](http://www.collegecampaign.org) to become familiar with our policy, research, outreach and communications efforts. 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.

We are proud to be an Equal Employment Opportunity employer. We design our recruiting and hiring processes with an understanding of systems of oppression, and no person will be discriminated against in employment because of race/ethnicity, religion, sex, sexual orientation, gender identity, gender expression, age, national origin, disability, or any other legally protected characteristic.

No phone calls please.