



Summer Internship Opportunity

Mayor's Office of Adult Education

The Mayor's Office of Adult Education (MOAE) welcomes college and graduate school interns to assist with our data analysis of the adult education system in New York City.

Candidates should have experience with quantitative data analysis and be proficient in Microsoft Excel. Completed coursework in statistics (i.e., regression & multivariate), research methods, and/or program evaluation would be an asset. This is a part-time commitment of 15-20 hours per week.

Responsibilities include

- Analyzing New York State/New York City reporting data and surveys
- Evaluating outcomes of adult education providers in NYC
- Developing data tables, charts, and performance metrics
- Assisting with program evaluations and on-site data collection
- Cleaning, maintaining and reconciling program data.

This internship does not offer a stipend but is a great opportunity to learn about City government and public policies. Interns will also have the opportunity to attend seminars and special events with City officials throughout the summer.

Interested candidates should send a cover letter, resume and three professional references to Paul Kim at pkim@cityhall.nyc.gov.

The deadline to apply is **June 1, 2009**.

Learn more about MOAE at www.nyc.gov/adulteducation