Dear Colleague,

The Assessment Design and Evaluation (ADE) team located in the Office of Assessment, a unit of the Division of Teaching and Learning at the New York City Department of Education (NYCDOE), is offering a summer internship program to provide doctoral students in educational assessment, psychometrics, and/or a related field the opportunity to work on assessment projects under the supervision of DOE psychometricians, assessment specialists, and assessment technology experts.

Agency Description
The New York City school system is the largest in the country, composed of approximately 1.1 million students and 75,000 teachers in over 1,800 schools.

In Fall 2015, the Department of Education (DOE) launched Equity and Excellence for All, a multi-year reform agenda aimed at ensuring that every student graduates from high school college- and career-ready. The Equity and Excellence agenda comprises eight initiatives spanning the three fundamental areas of academic excellence, student and community support, and innovation. These initiatives include ensuring that all students are reading on grade level by the end of 2nd grade through the Universal Literacy program; ensuring that all students have access to essential and challenging courses through the Algebra, AP, and Computer Science for All programs; and ensuring that all students have the guidance and support needed to graduate with a college and career plan through the College Access for All and the Single Shepard programs.

Team Description
The Assessment Design and Evaluation (ADE) team, located in the Office of Assessment, consists of assessment specialists, psychometricians, and educators who work closely with DOE assessment program stakeholders to ensure that assessments administered by the DOE are of the highest quality. The team serves as a valuable resource for assessment design, development, scoring, and technology in the service of promoting and informing quality teaching and learning in NYC public schools. The ADE team continually strives to strengthen DOE assessment programs through research on contemporary issues in assessment to meet the needs of the diverse NYC population and to support the ongoing transition to digital-based assessments.

Program Description
This year’s summer internship program will provide advanced graduate students the opportunity to work on one or more projects to support current operational assessments. Tasks may include analyzing assessment data from current testing programs to support policy decisions or provide feedback for test development, conducting literature reviews or simulation studies to inform assessment program design, or supporting pilot studies of digital assessment tools.

Eligibility
Applicants should be graduate students in the latter phase of their doctoral program in Educational or Psychological Measurement, Psychometrics, or a related field.
Preference will be given to applicants who have completed two years of coursework, have evidence of strong analytic and programing skills, and have demonstrated interest in assessment of diverse student populations, assessment technology, and/or the use of assessment data to improve ongoing programs.

**Duration**
One or more interns will be hired for eight weeks during the summer of 2018, from June 1, 2018 to July 27, 2018 (some flexibility in start/end dates is possible). Candidates must be available for a 35-hour work-week within traditional business hours at the ADE office in Brooklyn, New York.

**Compensation**
Interns will be paid $35/hour (~$9800 for the summer). Interns are responsible for their own housing and transportation.

**How to Apply**
Interested applicants should submit the following:

1. Cover letter with description of educational and professional background and contact information (address, email, phone)

2. Statement of research interests and skills and how they relate to educational assessment, educational technology, psychometrics, and/or data analytics

3. Current curriculum vitae including contact information for at least two references

Applications should be sent electronically to Ronli Diakow at rdiakow@schools.nyc.gov. Please include “ADE 2018 Summer Internship – Application” in the subject line.

**Deadline**
Applications must be received by midnight, February 18, 2018.

**Questions**
Any questions about the internship can be directed to Ronli Diakow at rdiakow@schools.nyc.gov.

Sincerely,

Ronli Diakow, PhD
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