



POSITION DESCRIPTION

JOB TITLE: Intern, Science
DEPARTMENT: Science Initiatives
STATUS: Non-Exempt
REPORTS TO: Director, Instructional Support for Science
EFFECTIVE DATE: November, 2014

ABOUT ACHIEVE

Achieve is an independent, nonpartisan, nonprofit education reform organization dedicated to working with states to raise academic standards and graduation requirements, improve assessments, and strengthen accountability. Created in 1996 by a bipartisan group of governors and business leaders, Achieve is leading the effort to make college and career readiness a priority across the country so that students graduating from high school are academically prepared for postsecondary success. When states want to collaborate on education policy or practice, they come to Achieve. At the direction of 48 states, and partnering with the National Governors Association and the Council of Chief State School Officers, Achieve helped develop the Common Core State Standards. Twenty-six states and the National Research Council asked Achieve to manage the process to write the Next Generation Science Standards. Achieve has also served as the project manager for states in the Partnership for Assessment of Readiness for College and Careers, which are developing next generation assessments. And since 2005, Achieve has worked with state teams, governors, state education officials, postsecondary leaders and business executives to improve postsecondary preparation by aligning key policies with the demands of the real world so that all students graduate from high school with the knowledge and skills they need to fully reach their promise in college, careers and life. For more information about the work of Achieve, visit www.achieve.org.

POSITION SUMMARY

Achieve's Science Initiatives unit is offering an internship to support state work relating to Next Generation Science Standards (NGSS) implementation and other critical projects.

The Next Generation Science Standards (NGSS) are K-12 science standards created through a collaborative, state-led process. The standards are based on the [Framework for K-12 Science Education](#), which was developed by the National Research Council, the staffing arm of the National Academy of Sciences, and identifies what students need to know and be able to do to be a functional citizen, which includes being scientifically literate and an effective member of the U.S. workforce.

This internship will begin in Fall 2014 and run through the end of the academic school year (Spring 2015)

ESSENTIAL DUTIES AND RESPONSIBILITIES

Next Generation Science Standards

- Support NGSS state and network activities and communications.
- Assist with the development of science education support materials.
- Provide analyses of key developments and share regular updates with select Achieve staff regarding the NGSS.
- Provide planning and implementation support for online and in-person meetings, including coordinating logistics and providing on-site support.
- Assist with maintenance of internal databases

Other Responsibilities

- Attend report releases and other DC policy events.
- Summarize relevant policy reports and other publications.
- Provide general and administrative support as needed.

MINIMUM REQUIREMENTS

Bachelor's degree required. Preferred candidate has completed, is working towards his/her Master's degree or has experience equivalent to a graduate degree in a scientific and/or education field.

- Ideal candidates will have 1+ years of related work experience
- Excellent research, writing and communication skills
- Effective time management skills
- Ability to handle multiple short-term projects in a fast-paced environment
- Team oriented work style

FOR CONSIDERATION

Please email resume, cover letter, and writing sample to jobs@achieve.org with the title of the position in the subject line.