

THEODORE R. KULONGOSKI  
Governor



## RESEARCH ASSISTANT/INTERN POSITION DESCRIPTION – OFFICE OF THE GOVERNOR

Special Project: Head Start Collaboration Office (Oregon Head Start Needs Assessment Survey)

### Contact:

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**SERVICES PROVIDED:** The office works with state, local & federal governmental entities to assess the collaboration between Head Start administrators and the community around them. During September 2008 through February 2009, the office conducted a 'Needs Assessment' of Head Start grantees in the state in the areas of coordination, collaboration, alignment of services, and alignment of curricula and assessments used in Head Start programs.

### ROLE OF THE RESEARCH ASSISTANT/INTERN STUDENT:

The Head Start Act requires that the 'Need Assessment' survey results are compiled, analyzed and developed into a report that is made available to the public. This internship is project based; using the already collected data, it requires that the student compile and analyze the information, work in conjunction with the office to put the information into a publishable document, and create a strategic plan for Head Start collaboration in the State of Oregon. This internship is a unique opportunity to work directly with raw data and work on a team to develop a public policy strategy for a state government office.

### REQUIREMENTS FOR PRACTICUM/INTERN STUDENT:

- Clear and concise communicate skills: in writing and verbally
- Ability to work in an independent environment, meet deadlines, and pro-activity on project completion
- Maintain professional work environment; including emails, telephone conversations and meetings
- Good listening and research skills
- Word processing skills required; knowledge and familiarity with surveymonkey.com or comparable online survey program preferred
- A criminal background check is required of all practicum/intern students

**AUTHORITY:** On behalf of the Governor, we work on public policy and Head Start development and collaboration within the State of Oregon and the nation.

**TYPE OF POSITION:** Paid \_\_\_\_\_ Unpaid

**To Apply:** Submit a letter explaining your interest in public policy, and how your education and experience qualify you for the position. Also submit a current resume with two reference contacts, and a recent writing sample (2 to 4 pages). Please submit materials electronically (via email) to Dell Ford at [Dell.Ford@state.or.us](mailto:Dell.Ford@state.or.us).