Poverty Studies Intern

Position Description:
The Poverty Studies Internship is a collaboration between the Morgridge Center for Public Service and the Institute for Research on Poverty to produce accessible information and materials for the primary purpose of educating undergraduate students on issues pertaining to poverty in the United States. The Poverty Studies Intern will achieve this objective primarily by reviewing recent poverty-related research, consulting with researchers, and creating a series of fact sheets based on what they learned. These fact sheets will objectively represent recent research, related facts, and understandable statistics. Topics may include, but are not limited to, education, housing, hunger, health, employment, domestic violence, and civil rights. In addition to creating the fact sheets, the intern will play a key role in determining how to share the information in the fact sheets with both the UW-Madison campus and the broader community. Applicants should be highly organized while displaying strong expository writing skills and attention to detail.

Primary Responsibilities:

▪ Conduct literature reviews of the latest research from the Institute for Research on Poverty and elsewhere on topics related to U.S. poverty for use in compiling informational sheets
▪ Compile, write, and design objective information sheets on topics related to poverty for use in the Morgridge Center Resource Library and for use and dissemination by the Institute for Research on Poverty
  ▪ Sheets are targeted at an undergraduate audience with a goal of educating them on pressing research on local, state, and national issues related to poverty
▪ Establish mechanisms for disseminating information to students about information sheets, the Institute for Research on Poverty, and domestic poverty using social media, outreach, and presentations
▪ Work closely with IRP Editor to incorporate feedback and craft a cohesive factsheet
▪ Collaborate and establish working relationships with Institute for Research on Poverty affiliates and staff, as well as the Morgridge Center for Public Service staff and interns
▪ Attend Morgridge Center and IRP trainings, staff meetings, and events as required
▪ Assume additional responsibilities as appropriate
Qualifications:

▪ Exceptional reading and writing skills
▪ Ability to analyze technical data and translate into an easy-to-understand format
▪ Ability to write objectively and clearly
▪ Strong attention to detail, especially as it relates to grammar and editing
▪ Proficient in Microsoft Office Suite
▪ Ability to accept editing and incorporate criticism
▪ Public speaking is a plus

Hours & Compensation:
This is an academic year position. Interns receive $10.25/hr and work 10 hours per week on a self-made schedule. Opportunity for course credit is available.

Application:
To apply for this position please fill out this application, which includes a place to upload your current resume. The application deadline is May 21, 2018.

Additional Information:
The Institute for Research on Poverty (IRP) is a center for interdisciplinary research into the causes and consequences of poverty and inequality and the impact of related policies and programs that was established at the University of Wisconsin–Madison in 1966. IRP serves as the National Poverty Research Center sponsored by the U.S. Department of Health and Human Services with the ultimate goal of improving the effectiveness of public policies to reduce poverty and inequality and their impacts on the well-being of the American people. Since its opening in 1996, the Morgridge Center for Public Service has aimed to connect campus and community through service opportunities and service learning to engage students in civic engagement. We strive to provide a safe, comfortable, and accepting atmosphere for everyone.

The University of Wisconsin-Madison and the Morgridge Center for Public Service is committed to providing equal opportunity in employment and advancement to all qualified individuals and, in accordance with applicable federal and state statutes and regulations, to prohibit discrimination in employment on the basis of race, color, creed, religion, national origin, ancestry, age, sex, sexual orientation, gender identity, gender expression, marital status, pregnancy, genetic information, disability, military service, protected veteran status, honesty testing, arrest record, or conviction record. The equal employment opportunity policy covers all aspects of the employment relationship including, but not limited to, recruitment, interviewing, screening, testing, selection, placement, evaluation, transfer, promotion, tenure, compensation, benefits, training, layoff, and/or dismissal in all job titles. For more information about the Office for Equity and Diversity’s Affirmative Action Policy, visit http://www.oed.wisc.edu.