

Graduate Research Internship with MHEC

The Office of Research and Policy Analysis (RPA) at the Maryland Higher Education Commission (MHEC) is accepting applications for an unpaid research internship. MHEC is the State of Maryland's higher education coordinating board responsible for establishing statewide policies for Maryland public and private colleges and universities and for-profit career schools. RPA is responsible for studies of higher education issues and other research projects conducted by MHEC. Research interns will gain hands-on experience with Maryland's state administrative data systems, support agency-led research projects, and contribute to dashboards using Power BI. Interns may also assist during the legislative session and pursue independent research under the guidance of senior researchers.

- **Position description**

- o Daily work assistance
 - Assist in mandated report writing, aggregated survey responses collection, data extracting/cleaning/validating/analyzing.
 - Other tasks assigned by the supervisor or the research office staff.
- o Training
 - Understand the RPA data collection
 - Study and practice Stata syntax under the guidance of senior staff.
 - Complete training through the self-paced Power BI tutorial.
 - Additional training based on the intern's skills and experience.
- o Research project (depending on intern's skills)
 - Collect the existing literature and summarize the findings.
 - Develop appropriate research questions to address the knowledge gap.
 - Design and conduct data analysis to answer research questions.
 - Report the progress to the supervisor weekly and produce deliverables as needed.

- **Location:** 217 E Redwood St., Hybrid or remote options may be available

- **Compensation:** Unpaid with potential of academic credit if institution's program allows

- **Term:** 12-16 weeks; 7-20 hours per week; 100-135 total hours (extension for additional hours and an additional term is possible but contingent upon mutual agreement).

- **Who is eligible to apply:** Master's or Ph.D. students in Maryland universities and colleges majoring in higher education policy, administration, leadership, public policy, or related fields.

- **Minimum requirements:**

- o 3 graduate credits in statistics, quantitative research, or a related field.
- o Fluent in MS Excel.
- o Strong analytical and problem-solving skills.
- o Excellent communication and teamwork abilities.
- o Demonstrated ability to work independently with minimal supervision; self-motivated and proactive in managing tasks, setting priorities, and meeting deadlines.

- **Application Process:**

- o Interested candidates should submit a resume, cover letter, and an unofficial transcript to rpa.mhec@maryland.gov by 11:59 pm on **11/24/25**.
- o Please include responses to the following questions in your cover letter (no more than 1 page):
 - What are your academic or professional interests, and how do they relate to this internship?
 - What do you hope to learn or accomplish during this internship?