



## EMPLOYMENT OPPORTUNITY: PAID RESEARCH INTERN

### Job description

The Illinois Criminal Justice Information Authority's Research and Analysis Unit is seeking an independent contractor who is an experienced researcher to assist in conducting research and evaluation. The ideal candidate is a skilled social science researcher who understands research qualitative and quantitative methodology and statistics. The position is part-time, \$15/hour for 220 total hours, minimum of 15 hours per week, schedule is negotiable.

Responsibilities include assisting in the development of research methodologies and creating data collection instruments, such as surveys. The research intern will collect and analyze data using descriptive and inferential statistics. The intern will gather relevant literature and write research reports and web articles. The intern will attend internal staff and project meetings, external meetings on criminal justice issues, and attending relevant webinars, presentations, and conferences.

The research intern will report to the Manager of the Research and Evaluation Center within the Research and Analysis Unit.

This position is subject to the terms and conditions of a personal services contract. The terms and conditions of the contract are not subject to modification.

### Qualifications

- Knowledge, skill, and experience equivalent to graduate/PhD level standing.
- Coursework in criminal justice, criminology, law, research methods, journalism, statistical analysis, program evaluation, public policy, or related areas.
- Strong oral and written communication skills.
- Knowledge of the criminal justice system.
- Working knowledge of APA style.
- Technical report writing experience.
- Experience using Microsoft Office.
- SPSS, Access, NVivo, experience a plus.
- Must pass a criminal background check.

### About ICJIA

The Illinois Criminal Justice Information Authority is a state agency responsible for research and analysis, grant planning and administration, and technology development that help create a more efficient and effective justice system and improve public safety outcomes.

### To apply

Please submit by email a cover letter, resume, a short writing sample, a copy of your most recent school transcript (official transcripts not required), and an academic or professional reference letter to the attention of

Jessica Reichert, Manager, Research and Evaluation Center, Illinois Criminal Justice Information Authority  
[Jessica.Reichert@Illinois.gov](mailto:Jessica.Reichert@Illinois.gov)

**Application process closes May 31.**