

# INTERNSHIP IN CRIMINAL JUSTICE RESEARCH

## Apply now for Paid Internship Opportunity at the Illinois Criminal Justice Information Authority Research and Analysis Unit

### About ICJIA

ICJIA is a state agency dedicated to improving the administration of criminal justice in Illinois, through research efforts and the administration of various federal and state grant awards. ICJIA is headquartered at 300 W. Adam St, Suite 200, in Chicago.

### Research project:

Provide technical and analytic support for various research studies, including the audit of the Illinois Criminal History Record Information (CHRI) System maintained by the Illinois State Police. An audit of the completeness, accuracy and timelines of court records as posted in the CHRI System is conducted on a periodic basis by the Research and Analysis Unit of ICJIA. Other research projects may include analysis of Illinois Department of Corrections data in support of legislative and policy changes regarding incarceration rates.

### Internship tasks may include:

- Manipulation and standardization of large electronic data files using Excel, SPSS and SQL Server
- Assistance with the performance of the required statistical analyses
- Documentation of the syntax and queries developed
- Documentation of initial findings

### Internship Duration

Spring semester (January – June, 2016)

### Compensation

\$18/hour, 10-20 hours/week

### Required qualifications

- Knowledge, skill, and experience equivalent to graduate level standing with courses in criminal justice, criminology, research methods, statistical analysis, or related areas.
- Strong oral and written communication skills.
- Advanced skills using Excel and SPSS software
- SQL programming experience a plus

### To apply

Send 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 Christine Devitt Westley, Research Manager. A criminal background check will be required.

### For more information

Visit the ICJIA website at <http://www.icjia.state.il.us> to learn more about the agency and Research and Analysis Unit or contact Christine Devitt Westley at [Christine.Devitt@Illinois.gov](mailto:Christine.Devitt@Illinois.gov) or 312-793-8550.