



## 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 providing technical support for various research studies involving large datasets of criminal justice data. The ideal candidate is a skilled social science researcher who understands the criminal justice system, quantitative methodology and statistics. **The position is part-time, \$18/hour for 300 total hours, schedule is negotiable. The internship will begin July 1, 2016.**

Responsibilities include assisting in the development of research methodologies and creating queries and analyses to assess data quality of criminal history record information and corrections data. The research intern will analyze data using descriptive and inferential statistics and document findings. The intern will assist with writing research reports and web articles, including literature reviews and graphic presentations of data trends. 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 Criminal Justice Clearinghouse and Analysis 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.
- Advanced skills using Excel and SPSS software
- SQL programming experience a plus.
- Strong oral and written communication skills.
- Knowledge of the criminal justice system.
- Working knowledge of APA style.
- Technical report writing experience.
- 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 Christine Devitt Westley, Manager, Criminal Justice Clearinghouse and Analysis Center, Illinois Criminal Justice Information Authority, [Christine.Devitt@Illinois.gov](mailto:Christine.Devitt@Illinois.gov)

**Application process closes June 15, 2016.**