Spring 2023 Internship

Who We Are

The State Charter Schools Commission (SCSC) of Georgia is a state agency located in Atlanta, Georgia that operates as an independent authorizer for charter schools. The SCSC was created by the Georgia General Assembly to enable increased school choice options through the development and support of high-quality charter schools throughout the state. The SCSC regularly reviews petitions for new start-up charter schools, in addition to reviewing the academic and overall performance of existing SCSC charter schools to ensure academic and fiscal accountability and legal compliance with the terms of the charter contract. The SCSC also works with charter school petitioners and operators to locate and develop resources and partnership opportunities with community stakeholders.

Who We Need

The SCSC is looking for interns who are currently enrolled in senior year undergraduate or graduate programs relating to public policy, public administration, law, education, economics, communications, or a related field and are interested in learning more about the charter school administration and authorization process. Ideal candidates will demonstrate superior academic performance in their programs of study; interest in and knowledge of the charter school movement; excellent analytical and research skills; proficiency with excel and analytics software; and a proactive attitude. Additionally, exceptional candidates will possess superior writing abilities. Interns can expect to gain valuable insight into Georgia government, education and compliance law, legal and policy review, the charter school and school choice movement, educational access. Reform and improvement, and the workings of a state agency while simultaneously honing research and writing skills. Interns will also be privy to agency meetings and meetings with external stakeholders.

Specific needs and duties include but are not limited to:

- Conduct research and data analysis;
- Attends and assists with agency meetings and trainings
- Drafts internal memoranda;
- Completes compliance review of pre-opening
- Assists with compliance review, due diligence, and substantive review of state charter school petitions; and
- Supports agency operations, communications, and engagement with stakeholders and agency staff.

Interns are paid at a $12 hourly rate and are expected to work a minimum of 18 hours per week, with a weekly hour maximum of 28 hours. The spring 2023 internship program will run from **Monday, January 9, 2023, through Friday, May 5, 2023.** Start dates and end dates are flexible.

Please submit applications via email to crystal.saldana@scsc.georgia.gov. Note: the application requires the submission of a resume or curriculum vitae, a transcript of grades (a copy of an unofficial transcript will suffice), a cover letter explaining your interest, the contact information for two references, and a brief writing sample (no more than 10 pages).

Applications that do not contain all required documents will not be reviewed.

All application materials must be received by **October 28, 2022**. Interviews will be held on a rolling basis.