

25 April 2009

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LAUP's goal is to make high-quality voluntary preschool universally accessible to every four-year-old in Los Angeles County.



- About LAUP
- For Families
- For Providers
- For Policymakers
- For the Media
- Resources
- Events
- Board of Directors
- Job Opportunities
- FAQs

Job Opportunities

Welcome! Thank you for your interest in LAUP career opportunities! Here's how to apply: Search for and browse our open jobs by title, department, or keyword below, or click on one of the "Hot Jobs" listed. Create a login and password to submit your resume. Use your login and password to update your profile in our database anytime, or to apply for additional jobs. It's that simple!

You may also [click here](#) to download our employment application.

LAUP is an equal opportunity employer.

Evaluation InternLocation: **750 N. Alameda St., Suite 200**Company Order Number: **356**# of openings: **3**

Description**Evaluation Intern – Summer 2009**

Los Angeles Universal Preschool (LAUP) is a dynamic public benefit corporation created in 2004 and funded by First 5 LA - the commission established by Proposition 10. LAUP's goal is to make voluntary, high-quality preschool available to every four-year-old child in Los Angeles County, regardless of their family's income, by 2014. The LAUP offices are centrally located in downtown Los Angeles.

About Research & Evaluation:

Research & Evaluation is responsible for designing and implementing a comprehensive research program to serve LAUP in areas of community assessment, research and evaluation. Research & Evaluation provides LAUP with the data it needs to guide current planning, service delivery, ongoing program evaluation, and future program design.

Tasks & Major Responsibilities:

- Conduct library and web-based literature searches
- Review the literature and other formal documents as needed
- Prepare matrices and summaries based on literature and document reviews
- Assist in the development of an evaluation plan
- Assist in the development of evaluation instruments and data collection protocols
- Perform data collection activities as needed
- Code, clean, and enter data from multiple sources
- Assist in analyzing and interpreting evaluation data, both quantitative and qualitative
- Assist with the preparation of charts, figures and summaries of evaluation data
- Assist in report writing and presentation development
- Attend project team meetings and take notes
- Participate in working evaluation team meetings
- Perform other duties and responsibilities as assigned

Qualifications:

- Recent graduate or advanced student in a master's or doctoral degree program emphasizing studies in education, developmental psychology, social work, public health or a related discipline.
- Experience with applied research and evaluation.
- Knowledge of statistical analysis and experience using SPSS and Excel.
- Experience with qualitative data analysis a plus.

Required Skills/Experience:

- Knowledge of evaluation and applied research methods
- Knowledge of public health, developmental psychology, early childhood education, or early identification of language delays a plus
- Commitment to continuous quality improvement and LAUP's mission
- Excellent interpersonal and communication skills
- Strong organization and project management skills
- Strong writing, editing, and presentation skills
- Experience with Microsoft Office products, especially Word and Excel
- Flexible, self-motivated, and interested in acquiring new skills
- Must be willing to work in a team oriented, fast paced, and collaborative environment

Compensation:

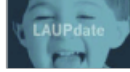
This is a paid internship offering a stipend of \$1,000 per month. This internship may also meet your university/college requirements for credit – check with your school's internship coordinator for details.

Los Angeles Universal Preschool 750 N. Alameda Street, Suite 200 Los Angeles, CA 90012 (213) 416-1200

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