City of Baltimore
Department of Human Resources
201 E. Baltimore Street, Suite 120
Baltimore, MD 21202
www.baltimorecity.gov

Invites applications for the following position:

Data Science Academic Credit Intern

Agency:	**Mayor's Office of Innovation**
Date Opened:	**12/22/2017**
Filing Deadline:	**Continuous**
Salary:	**Academic Credit**
Employment Type:	**Internship**
Recruitment Specialist:	**Njukang (NJ) Asong**

Introduction

The recently launched Mayor's Office of Innovation is a team, supported by Bloomberg Philanthropies, that works with City agencies to design and develop projects using research, data and design to tackle a range of challenges in Baltimore. This office will focus on a single issue, defined by the Mayor, over a period of several months before moving on to a new area.

The Innovation Team's initial project is supporting the Baltimore Police Department (BPD) to improve its recruitment and hiring.

Location of Position

City Hall, 100 N. Holliday St, Baltimore, MD 21202

Position Duties and responsibilities

Research

The Innovation Team is in the midst of the research phase of its work with the BPD, in which it is seeking to develop a detailed understanding of police recruitment and hiring using data analysis, reviewing challenges and practices from other cities and gathering insights from different stakeholders. The data science intern will support the Innovation Team by:

- **Supporting the team's data gathering efforts – extracting data from city systems, cleaning, and combining**
- **Contributing to rigorous data analysis & visualization**
- **Helping to synthesize and document findings from different research strands**

The data science intern will perform similar duties for the Innovation Team's next challenge, which may involve a completely different topic and other city agencies.

Design & Implementation

The Innovation Team is tasked with improving city services, strategies, or policies with its research as a solid foundation. The data science intern will:

- **Assist in developing well thought-out proposals for changes to city processes on the basis of the team's analysis**
- **Potential opportunity to design and implement database tools for BPD or other agencies in the future**

Preferred Qualifications

Education

- **Upper-level undergraduate or graduate STEM students (computer science, statistics, mathematics, engineering, basic sciences, etc.) with firm understanding of statistical concepts**
- **Previous internship or independent research project**

Desired Technical Skills

- **Ability to check own work; takes extra steps to confirm answer is correct before presenting findings**
- **Enjoys spending time crafting clear, uncluttered data visualizations**
- **Ability to join disparate datasets; manipulate, transform, summarize, and visualize data**
- **Solid experience in Microsoft Excel a must**
- **Experience and interest in programming language (e.g. R, Python) or analytical packages such as MATLAB or Mathematica**
- **Understanding of database structure, design, query languages (e.g. SQL) helpful**

Interests & Communication

- **Passion for creating the best possible work product; attention to detail**
- **Motivated to apply STEM fields to public policy**
- **Strong intellectual curiosity**
- **Excellent interpersonal and communication skills**
- **Able to confidently present ideas and analysis to non-technical staff**

Drug & Alcohol Testing

Candidates selected for this internship will be required to submit to drug and alcohol testing.

Criminal Background Check

Candidates selected for this internship will be required to successfully complete a criminal background check.

Eligibility Requirements

All ACIP, student applicants must:
- **Be at least eighteen (18) years of age; Pursuing an undergraduate, graduate or post-graduate degree; and interested in working in a Public sector environment;**
- **Be a junior/senior undergraduate or graduate student.**
- **Be willing and able to intern for a minimum of sixteen (16) hours per week during a full semester (typically 16 weeks).**
- **Be in good academic standing (confirmed by most recent official transcript or letter from the Registrar's office);**
- **Be able to provide a letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful completion of the 16 week internship program;**
    - **Provide two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.**
    - **Submit a 500 word written narrative explaining why he/she is interested in interning for the City of Baltimore.**

Selection Process

- **The Department of Human Resources review applications and select candidates for interviews.**
- **Only selected candidates will be notified two to three weeks after the position announcement close date.**
- **The number and frequency of available internships will be based on individual Agency and organizational needs.**

CHECKLIST FOR APPLICATION

Applications MUST include:
- ✓ **Written narrative explaining why the applicant is interested in interning for the City of Baltimore (500 words or less).**
- ✓ **First and second (if applicable) choice of desired Internship.**
- ✓ **Letter or statement on the institution's letterhead, from an authorized official at the institution confirming the student applicants' eligibility to receive academic credit upon successful**

completion of the 16 week internship program.
- ✓ **Current résumé including email address, telephone numbers and educational/work experience.**
- ✓ **Two letters of recommendation from a professor, instructor, counselor and/or an immediate supervisor.**
- ✓ **Recent official transcript or letter from the Registrar's office to confirm good academic standing.**

<u>**Please note:**</u> *To be considered for an internship, application materials must be complete, per the above checklist. Also, due to the large volume of applicants, we will be unable to notify applicants who are not selected for an internship. However, we suggest that those individuals re-apply for a future internship opportunity.*

Further Instructions

SEND YOUR COMPLETED APPLICATION PACKET BY POSTAL MAIL TO (Electronic Submission Preferred):

Internship Program, Department of Human Resources
City of Baltimore
ATTN: Njukang (NJ) Asong
201 East Baltimore St, Suite 300, Baltimore, MD 21202

Submit an Electronic Application at: www.baltimorecity.gov

Questions regarding the Academic Credit Internship Program should be directed to Njukang (NJ) Asong, Program Coordinator, at: Njukang.asong@baltimorecity.gov