



# INTERNSHIPS IN CRIMINAL JUSTICE RESEARCH

## APPLY TO INTERN AT THE ILLINOIS CRIMINAL JUSTICE INFORMATION AUTHORITY

ICJIA is a state agency dedicated to improving administration of criminal justice. ICJIA is headquartered at 300 W. Adam St, Suite 200, in Chicago. Dress code is business casual.

Internships are available year-around in 3 Centers  
in the Research & Analysis Unit—

- \* Center for Justice Research and Evaluation
- \* Center for Victims Studies
- \* Center for Criminal Justice Data and Analytics

### INTERNSHIP TASKS MAY INCLUDE:

- \* Assist in development of research methods.
- \* Create data collection instruments, i.e. surveys.
- \* Collect and analyze data; perform statistical analysis.
- \* Transcribe audio-recorded research interviews.
- \* Write content for research articles and reports.
  - \* Work with large datasets, i.e., arrest data.
  - \* Convert data to web-friendly formats.
- \* Attend meetings, webinars, and presentations.

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Research topics may include:

- \* juvenile & criminal justice systems
- \* violent & drug crime
- \* prisoner reentry & recidivism
- \* behavioral health, trauma
- \* victimization



## ABOUT THE INTERNSHIP

Placement in a Center will depend on intern's background and interests, as well as need and capacity. Interns are assigned a supervisor and work on multiple projects and tasks. Interns contributing to written work will be recognized as co-authors.

Internships are a minimum of 15 hours per week and a 2-month commitment. Internships can be taken for academic course credit or for experience. Days and hours are flexible.

## QUALIFICATIONS

Knowledge, skill, and experience equivalent to graduate level or senior-level undergraduate standing with courses in criminal justice, criminology, law, research methods, statistics, public policy, or related areas. Strong oral and written communication skills. Experience using Microsoft Office software, statistical software (SPSS, R), Qualtrics, and NVivo experience a plus. If accepted, interns must offer proof of completion of the CITI Social-Behavioral-Educational (SBE) Basic Course on the protection of human subjects of research (paid by their school or intern).

## TO APPLY

Email a cover letter, resume, a short writing sample (up to 5 pages), a copy of your most recent school transcript (official transcripts not required), and an academic/professional reference letter to the Internship Coordinator. In the coverletter please rank your interests (1-3) in the following research areas Victim Studies, Criminal Justice Studies, Criminal Justice Data Science. Once application materials are received, an interview will be scheduled. A criminal background check is required.

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Visit the ICJIA website at [www.icjia.state.il.us](http://www.icjia.state.il.us)  
Contact ICJIA Research Internship Coordinator, Jessica Reichert, at  
[Jessica.Reichert@Illinois.gov](mailto:Jessica.Reichert@Illinois.gov) or 312-793-8550.