

## EDUCATIONAL LABOR RELATIONS RESEARCH INTERN Indiana Education Employment Relations Board

The Indiana Education Employment Relations Board (IEERB) was established in order to promote harmonious and cooperative relationships between public school teachers and the school corporations they serve, thereby improving the educational process for Hoosier children.

IEERB's Research Division provides the parties with thorough and accurate information to assist them in improving the collective bargaining process. The statutory research function fulfilled by the division encompasses statewide statistical data such as salary and contract language, and internal data such as unfair labor practice decisions/orders, fact-finding reports, IEERB litigation records, and conciliation statistics.

### REPRESENTATIVE DUTIES

- Compiles research and statistical data on teacher collective bargaining as determined by the Director of Research.\*
- Organizes electronic indices for IEERB contracts and case law.
- Creates and organizes case indices for unfair labor practice and representation cases.
- Assists the Director of Conciliation with coordination of the mediation/fact finding caseload.
- May also assist mediators and fact-finders during hearings, assist IEERB general counsel with legal research projects, or assist IEERB Chairman with agency projects, depending upon interest.

### QUALIFICATIONS

- A general knowledge of the theory and methods of statistical research and analysis, sources of potential data and methods of presentation.
- A general knowledge of labor-management relations, human resources or education preferred, though not required.
- Ability to communicate effectively with IEERB staff, attorneys, union officials, school corporation officials, and members of the public making inquiries to the agency.
- Ability to work independently with only minimal supervision.

### LOCATION, HOURS, and COMPENSATION

Work will mainly be performed in the IEERB office in beautiful downtown Indianapolis. However, intern would have optional in-state travel opportunities, depending upon interest.

Work time is flexible within the office's hours of 7:30AM – 5PM Monday through Friday. We ask for a commitment of at least six weeks and at least fifteen hours per week.

However, students may work more hours if they seek a more extensive experience or need more hours to fulfill academic program requirements.

As a small State government agency, we are unable to provide monetary compensation, but encourage the intern to obtain academic credit pursuant to their university/program guidelines. The intern will enjoy a positive, casual, and stimulating work environment.

\* Examples of IEERB Research Functions

1. Salary Analysis – statewide averages; statewide salary stats.
2. Fringe Benefit Data Capture and Analysis
3. Language Analysis – Analyzing and maintaining database on various language in teacher contracts.
4. Constituent Analysis – Develop measurement on geography of those utilizing IEERB services.

**Internship opportunities are available year-round, as we have a number of continuous research projects. To apply for this opportunity, please send resume to Amy Matthews, Director of Research, at [ammattews@ieerb.in.gov](mailto:ammattews@ieerb.in.gov) or call her at (317) 233-6625 for more information.**