**Position Type:** Paid Internship  
**Title:** Profiles Data Analyst  
**Industries:** Education  
**Office:** Health & Wellness Department, Boston Public Schools  
**Address:** 370 Columbia Road, Dorchester, MA 02125

**Job Description:**
The Profiles Data Analyst (Analyst) will analyze data from the CDC School Health Profiles surveys (Profiles) that were administered in spring 2014 and 2016. Profiles is a system of surveys assessing school health policies and practices in states, large urban school districts, and territories. Profiles surveys are conducted biennially by education and health agencies among middle and high school principals and lead health education teachers. Profiles monitors the current status of:

- School health education requirements and content
- Physical education and physical activity
- Practices related to bullying and sexual harassment
- School health policies related to tobacco-use prevention and nutrition
- School-based health services
- Family engagement and community involvement
- School health coordination

Boston Public Schools (BPS) administers four (4) Profiles surveys – the Elementary Principal Survey is sent to K-6 schools, the MS/HS Principal Survey is sent to schools serving grades 6-12, the Health Education Teacher Survey is also sent to schools serving grades 6-12, and the Physical Education Teacher Survey is sent to all schools.

The goal of this project is to create a communication tool, possibly a fact sheet for each of the areas listed above, incorporating data from all Profiles Surveys to show if BPS schools are in compliance with the District Wellness Policy. Additionally, a report for each school that shows their response to a set of key questions will be created. The Analyst will be expected to use a statistical software program (preferably SPSS) to run frequencies to incorporate into the fact sheets and school reports.

The Analyst will work at least one day a week onsite at the Health and Wellness Department located in Dorchester. They may work offsite for the other hours. They will be expected to work at least 15 hours a week starting from March through the end of May. They must complete the project within this time frame. There will be a stipend of $3600 for the three month time period distributed once the project is completed.

**Qualifications:**
- Pursuing a Master’s Degree in Public Health or Nutrition.
- Demonstrated experience in health-related research and evaluation, outcomes measurement, and biostatistics.
- Experience with statistical software (SPSS preferred), fluency with spreadsheets and databases, and proficiency with various computer programs.
- Extremely attentive to detail.
- Able to maintain confidentiality of sensitive information.
- Strong analytical and problem-solving skills with an ability to think creatively, reflect, share knowledge, and adjust course.

**Contact:** Katia Miller, Data & Evaluation Manager (kmiller@bostonpublicschools.org)  
**Attachments:** Resume and Cover Letter are required. A writing sample is recommended.