

INTERNSHIP POSITION DESCRIPTION

POSITION TITLE:	Education Research and Evaluation Intern		
SEASON:	<input checked="" type="checkbox"/> Winter (Jan – April)	<input checked="" type="checkbox"/> Summer (May – Aug)	<input checked="" type="checkbox"/> Fall (Sept-Dec)
GROUP/DEPARTMENT:	Conservation, Education, and Training		
POSITION MENTOR/REPORTS TO:	Senior Manager of Education Strategies and Research		
PAID/UNPAID:	Unpaid		
BASIC FUNCTION:	This position contributes to the success of the Chicago Zoological Society by helping to evaluate a variety of services and programs offered by Brookfield Zoo, such as guest engagement, level of guest satisfaction, success of programming, and our guests' connections to animals and nature.		

PRIMARY JOB DUTIES AND RESPONSIBILITIES:

Indicate approximate % time for each duty listed over the course of the internship.

1. Responsibilities may include involvement in various steps in qualitative, quantitative, mixed methods, case study research and/or evaluation in informal science education. 30%
2. Responsibilities may include literature reviews of related studies and theoretical frameworks for social science research; compiling public records; researching and compiling newspaper records; composition of rationales for survey items and interview questions; data collection with human subjects; data entry; data analysis; and/or participation in preparation of reports and results dissemination. 35%
3. Responsibilities may include non-research activities such as those related to project management of the implementation of complex educational programs. 25%
4. Other related duties as assigned. 10%

POSITION REQUIREMENTS AND SPECIFICATIONS

- Minimum of 1 semester of college.
- Genuine interest in science, education, social sciences, statistics, evaluation, or related field.
- Good interpersonal, communications, and organizational skills with an eye for detail and accuracy; able to follow direction and juggle multiple priorities.
- Computer and data entry experience required.
- Proficiency in Microsoft Office 2016 or higher, especially Word, Excel, and Outlook. PowerPoint proficiency preferred.
- Excellent customer service, strong verbal communication skills, excellent writing skills, teamwork, flexibility, and reliability.
- Must be able to commit to a minimum of 240 hours over the internship period.
- All interns are required to complete either a final project or daily journal as part of their experience.

ADDITIONAL INFORMATION:

N/A