POSITION SUMMARY: OMSI’s Evaluation and Visitor Studies team is looking for motivated individuals to serve as Bilingual Data Squad Members. The team collects visitor data related to OMSI programs and exhibits through a variety of methods, including surveys, interviews, and observations, and utilizes assistance from volunteers to help ensure the quality of their data processing.

Data Squad Consultants consult on data handling procedures; check data entry and processing; proof tables, charts, and reports; provide feedback on interpretation of results; and if applicable, consult on advanced analytics. Consultants may take on specialized roles centered on data processing, advanced analytics, and/or report interpretation.

Consultants volunteer initially with the Data Squad Coordinator, and then with the Support Staff Specialist, as well as with Evaluation and Visitor Studies staff. Along with self-motivation, the position requires attention to detail and concern for research quality. Data Squad members may be assigned to a particular project if they wish, or be a more general roving consultant. The schedule is flexible; members will work with the Support Staff Specialist to set up a schedule that is most suitable for each member's and project’s situation.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist Evaluation and Visitor Studies staff with implementation of quality control checklists.
- Assist Evaluation and Visitor Studies staff with best practice data processing techniques.
- Support Evaluation and Visitor Studies staff in special event and other research-related activities.

QUALIFICATIONS:

- Written and oral bilingual (Spanish/English) proficiency.
- Two or more years experience with data processing and analysis.
- Demonstrated experience with Microsoft Excel and Microsoft Word.
- Strong interpersonal communication skills.
- Experience working in teams.
- Self-motivation.
- Attention to detail.
- Interest in research.

PREFERRED QUALIFICATIONS:

- Demonstrated experience with IBM SPSS Statistics.
- Experience with advanced analytics (for quality control and consulting).

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OREGON MUSEUM OF SCIENCE AND INDUSTRY

Position Title: Bilingual Data Squad Consultant

Reports To: Evaluation and Visitor Studies Manager

For more information, contact Volunteer Services at 503.239.7814 or VolunteerServices@omsi.edu.
Visit our website at www.omsi.edu/volunteer.

VOLUNTEER BENEFITS:
- This position provides the opportunity to gain a wealth of knowledge about conducting research, volunteer management, reviewing literature, collecting and evaluating data, developing hypotheses for further studies, evaluation instrument development, report writing, presenting information and project organizing.
- Training and a lifelong learning experience.
- Admission for the volunteer to the museum, theater and planetarium shows, and submarine tours.
- An OMSI Family Membership upon completion of 50 hours of volunteer service.
- Discounts in the OMSI Science Store and on-site restaurants.
- The opportunity to meet many new people and learn more about OMSI.

PROFESSIONAL DEVELOPMENT OPPORTUNITIES:
- Maintain data processing skills.
- Extended informational interview in a new research field.
- Experience implementing visitor study methods.
- Continued engagement with data processing on resume.