INTERNSHIP OPPORTUNITY

Internship Title: Evaluation & Visitor Studies Research Intern
Reports To: Lead Research and Evaluation Strategist
Department: Exhibits
Division: Evaluation & Visitor Studies

INTERNSHIP SUMMARY:
The Evaluation & Visitor Studies division at OMSI is exploring the possibility of establishing a cross-disciplinary center of research, evaluation, and development focused on understanding and addressing critical issues of science, technology, engineering, and mathematics (STEM) education within our community. The Research Intern will support this effort by investigating models of research, evaluation, and development centers across the country, and supporting OMSI staff members in drafting a financial and strategic plan for creating such a center. For those seeking careers in education, research, evaluation, or strategic planning and leadership, this is a unique opportunity to gain experience with a not-for-profit educational institution and develop skills in secondary research, planning and organizing, teamwork and collaboration, strategic thinking, and presenting in a professional setting.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
- Work with lead research and evaluation strategist to develop a research plan.
- Investigate models of research, evaluation, and development centers across the country through Internet searches, phone conversations, and other methods.
- Carefully document and organize research findings.
- Investigate a subset of centers more deeply, including conducting phone interviews with staff members from select organizations.
- Work with lead research and evaluation strategist to select promising center models and draft a financial and strategic plan for establishing a center based on findings.
- Synthesize findings and recommendations through a final written report and present a summary of the project to department staff members.
- Meet regularly and collaborate with lead research and evaluation strategist throughout process.

KNOWLEDGE/SKILLS:
- Excellent analytical, communication, organizational, and writing skills.
- Ability to work effectively on a team and independently.
- Ability to meet deadlines.
- Ability to communicate professionally with organizations as a representative of OMSI.
- Excellent secondary research skills, including Internet search systems.
- Proficiency with Microsoft Outlook, Word, and Excel.

EDUCATION AND WORK EXPERIENCE:
- Bachelor’s degree or equivalent experience.
- Experience conducting secondary research using databases and Internet search systems.
- Education or experience related to educational research, evaluation, or development preferred.

TIME COMMITMENT:
Minimum of 8 hours per week from August 2013 through November 2013

For more information, contact Volunteer Services at 503.797.4693 or VolunteerServices@OMSI.edu. Visit our website at www.OMSI.edu.