INTERNSHIP OPPORTUNITY

Internship Title: Exhibit Research & Development
Department: Exhibits
Research Assistant Intern: Grant Writing
Reports To: R&D Strategist
Unit: R&D

INTERNSHIP SUMMARY:
The Exhibit Research and Development Research Assistant Intern assists the R&D Strategist in the
development of federal grant proposals. This internship offers a unique opportunity to be involved in
many aspects of the research and development process at OMSI through a Research Assistant role.
This is a great opportunity to gain experience and build your portfolio at one of the country’s top
science and technology centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Under the supervision of the R&D Strategist:
• Carry out research and summarize findings to support federal grant proposal development.
• Communicate with internal and external stakeholders.
• Attend and document proceedings of meetings.
• Assist staff with filing, photocopies, mailings, data entry, phone calls, and maintenance of
  office space.
• Assume other tasks and responsibilities as assigned.

KNOWLEDGE/SKILLS:
• Self-directed, willing to take initiative, and detail-oriented.
• Excellent communication, organizational, and writing skills.
• Excellent research skills (library, databases, interviews, and Internet).
• Excellent analytical thinking skills.
• Excellent interpersonal skills.
• Ability to meet deadlines.
• Ability to work effectively on a team.
• Respect for confidentiality.
• Dependable, punctual, and able to commit to a schedule.
• Proficiency in the following software programs: Microsoft Word, Excel, PowerPoint, and Internet
  browsers.
• Bilingual in English and Spanish a plus.

EDUCATION AND WORK EXPERIENCE:
The Exhibit R&D Research Assistant Intern should have an interest in better understanding how to create
competitive proposals that support museum work to promote learning. The candidate should have experience
in administrative support as well as research (e.g., Internet, library, interviews). The candidate must learn
quickly and be able to work simultaneously on multiple, diverse tasks. In addition, the candidate should have
excellent interpersonal skills, as well as written and oral communication skills. This position is open to
undergraduates, graduate students, and professionals in the field.

TIME COMMITMENT:
16-20 hours per week for a minimum of 4 months.

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