OREGON MUSEUM OF SCIENCE AND INDUSTRY

INTERNSHIP OPPORTUNITY

Internship Title: Program Research & Development
Research Assistant Intern

Department: Programs
Unit: Research & Development

INTERNSHIP SUMMARY:
The Program Research and Development Research Assistant Intern will assist the Program Development Team in the concept development phase of *Designing Our World*, a new bilingual (English/Spanish) project, whose goals include engaging girls ages 9-14 and their families in engineering activities. The programs will highlight personal relevance, altruism, socially compelling challenges, and collaborative strategies in the context of engineering. This internship offers a unique opportunity to be involved in many aspects of the program research and development process through a Research Assistant role, while gaining experience and building your portfolio at one of the nation’s top science and technology centers.

ESSENTIAL DUTIES AND RESPONSIBILITIES:
Under the supervision of the Curriculum Developer:

- Carry out literature reviews and other research and summarize findings.
- Communicate with internal and external stakeholders.
- Design and modify R&D presentations.
- Attend and record proceedings of program development meetings.
- Research and report to team on possible program content and educational approaches.
- Assist staff with filing, photocopies, mailings, data entry, phone calls, and maintenance of office space.
- Assume other duties 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.
- Familiarity with the Next Generation Science Standards preferred.
- Bilingual in English and Spanish a plus.

EDUCATION AND EXPERIENCE:
The Program R&D Research Assistant Intern should have an interest in gaining a better understanding of how to develop programs for an informal education setting. The candidate should have experience with research (e.g., Internet, library, interviews) as well as with education (in an informal or formal setting). The candidate must learn quickly and be able to work simultaneously on multiple, diverse tasks. This position is open to undergraduates, graduate students and professionals in the field.

TIME COMMITMENT:
10-20 hours per week for a minimum of 3 months.

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