



everylibrary



EveryLibrary
Institute

Internship Title: Research Intern **Duration:** 3 Months **Compensation:** \$500 stipend + Commission + Academic Credit

Description:

Our research interns primarily conduct opposition, supporter, legislative, political, local and national research in order to help us navigate the changing landscapes of American Politics and its influence on libraries and librarianship. There are a wide range of research opportunities. Research interns work closely with the Grant Writing interns and Data interns to conduct research and generate data and information that can be used by libraries across the country to build support in their communities.

Duties:

- Assists with academic research
- Assists with the editing and preparation of reports
- Meets regularly with supervisor to discuss research assignments
- Gathers and analyzes data
- Prepares materials for submission to agencies and foundations that fund research
- Prepares other articles, reports, and presentations
- Performs routine clerical duties as instructed, if essential to the research activities of the supervisor or project to which the research assistant is assigned
- Assists in administrative duties such as completing reports
- Demonstrates respect toward and cooperation with the supervising instructor
- Performs other duties as assigned by supervising instructor

Qualifications:

- Experience of undertaking qualitative and/or quantitative data collection and analysis
- Accuracy and attention to detail, and ability to show initiative and work independently.
- Excellent understanding of Microsoft Office suite (in particular, Word, Excel and PowerPoint)
- Understanding of a range of research and evaluation methodologies and methods.
- Understanding and interest in a subject area of relevance to EveryLibrary
- Proficient command of English grammar and spelling
- Studying towards / educated to postgraduate level in a related subject

Skills:

- Strong attention to detail and organizational skills required
 - Strong writing, communication and interpersonal skills
 - Ability to work with various departments to finish necessary projects
 - Skills in effective oral and written communication in English
 - Understand the importance of maintaining confidentiality
 - Strong communication and organizational skills
 - Self starter, able to think creatively to solve problems
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