



Summer Internship Program May 26, 2020 - August 7, 2020 Job Description

Department Name: Evidence, Inquiry & Retention
Intern's Supervisor: Michael Schoop
Timesheet Approver: Michael Schoop
Assignment Location/Campus: District Office, 700 Carnegie Ave., Cleveland, OH
Job Category (Select up to 2): Education Other
Number of Openings: 1 **Work Schedule/Hours:** Monday - Friday, 1:00 p.m. - 5:00 p.m., 20 Hours a Week
Internship Duration: 5 Weeks
Internship Dates (Start/End): June 3, 2020 / July 5, 2020

Department Description: (e.g. mission statement, department responsibilities)

The Office of Evidence, Inquiry and Retention provides data and analyses in support of decision making throughout the College. Under the leadership of the Vice Present, this office provides statistical data on a wide range of focus areas. The Office of Evidence and Inquiry supports the College's program review process, and assists in the development and administers surveys, conducts interviews, and organizes focus groups to understand and improve the quality of services and the student experience.

Job Responsibilities: (e.g. functions and/or projects)

- Participate in the development and execution of various research projects under the direction of the Office of Evidence and Inquiry
- Attend and participate in a variety of student, staff, and faculty meetings
- Assist with basic research on student success
- Assist the department with the development of research questions
- Gather information on the student experience from a variety of sources such observation, interviews, and written reports
- Assist the department with data analysis and report findings

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Strong communication skills
- Interest interdisciplinary research that crosses fields of sociology, psychology, economics, and business
- Proficient with Microsoft Office Suite (Word, Excel, PowerPoint, Outlook and internet applications)

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Ability to work independently on projects
- Strong creative thinking and problem solving skills