Graduate Student Evaluation Intern (2-4 positions available)
Center for Science and Engineering Partnerships (CSEP)

Job Description:
The Evaluation Intern will help the CSEP Evaluation Team with data collection, processing, and written professional communications such as report writing and editing. Assignments will contribute to CSEP’s mission of implementing and evaluating STEM educational programming. The ideal candidate has experience conducting interviews or focus groups, strong professional writing skills, is comfortable with Microsoft Office (Word, Excel, PowerPoint) and basic data entry and processing in Excel. **Must be able to start work during Spring 2022 and continue at least through September 30, 2022, be available during normal working hours (M-F 9am-5pm PT), and be able to work remotely.**

This position allows interns to develop skills that former interns have found valuable in a variety of careers, from medicine, law, science policy to education and leadership positions, while being part of a supportive team of interns and mentors.

Specific responsibilities may include any combination of the following on an as-needed basis:

- Assist with report and other document writing, editing, and proof reading
- Collect evaluation and/or tracking data, including conducting individual interviews and focus groups
- Enter, clean up, and summarize quantitative and qualitative data
- Create graphs, visualizations, and figures
- Other administrative tasks such as collect participant lists and contact information, make surveys available online, schedule interviews/focus groups, test online forms and portals, and reserve rooms

Qualifications and experience desired:

- Experience conducting interviews or focus groups
- Able to demonstrate strong writing skills
- Organization and time management skills necessary to manage multiple projects
- Experience using Excel to do basic data counts and percentages and make figures

Start Date: May 2022, as soon as the hiring process can be completed
End Date: September 30, 2022, with potential to extend through June 30, 2023
Title: Student Assistant (this position does not cover tuition/fees)
Pay rate: $22.00 per hour, to start
Hours per week:
- 10 hours/week during Spring 2022
- 15+ hours/week during Summer 2022
- 10+ hours/week Fall 2022-Spring 2023 (if position continues beyond Summer 2022)

To apply, please email cover letter and resume to Dr. Lubi Lenaburg (**lubi@ucsb.edu**). Applications will be considered as they are received.