Undergraduate Student Evaluation Intern
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 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 in May 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.**

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
- 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:
- Able to demonstrate strong writing skills - Professional Writing minor is encouraged
- 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 16, 2022
**End Date:** September 30, 2022, with potential to extend through June 30, 2023
**Title:** Student Assistant
**Pay rate:** $15.00 per hour, to start

**Hours per week:**
- 10 hours/week during Spring 2022
- 15+ hours/week during Summer 2022

To apply, please email cover letter and resume to Dr. Lubi Lenaburg (lubi@ucsb.edu) by Friday, May 6 for primary consideration.