metis associates
making a meaningful difference

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Job Posting: EVALUATION INTERN

Metis Associates, a national research and consulting firm, seeks an undergraduate or graduate student for a paid internship position. Metis is an employee-owned consulting group founded in 1977. We are experts in evaluation, information technology, and grant development. We work collaboratively with a wide range of organizations committed to making a meaningful difference in the lives of children, families, and communities.

Qualifications

- Current undergraduate or graduate student majoring in psychology, sociology, education, or other relevant field
- Interest in education research and evaluation
- Love of learning
- Strong written and oral English communication skills
- Experience using Microsoft Excel and/or SPSS
- Ability to work collaboratively in a team-based, project-oriented environment
- Detail oriented and strong organizational skills

Job Description

The Evaluation Intern will assist staff in conducting evaluations of education and human services programs. The types of tasks for which the Intern will be responsible include the following:

- Assisting with data collection and data management
- Scheduling and assisting with interviews and focus groups
- Conducting basic data analyses (e.g., running frequencies) using SPSS and/or Microsoft Excel
- Presenting data using graphic and tabular displays
- Assisting in the preparation of evaluation reports and grant proposals
- Assisting with general administrative tasks

Compensation & Work Schedule

- Compensation is anticipated to be $15.00 to $20.00 per hour (depending on skills, experience, etc.)
- Hours are flexible (expectation of two to three day-equivalents per week)
- Candidate should be available to start immediately with initial commitment of three to four months with possibility of extension/renewal.

How to Apply

Mail letter of interest and résumé to HR Administrator, Metis Associates, 55 Broad Street, 25th Floor, New York, New York 10004, or via email to inquiries@metisassoc.com.
Visit www.metisassociates.com for a description of Metis, its work and its people.

Metis Associates employs a multi-cultural staff, not only to be in compliance with the law, but because we believe a multi-cultural staff makes us stronger and enables us to serve our clients more effectively. Metis Associates is an Equal Opportunity Employer and minority candidates are strongly urged to apply.