



## **Job Description – Paid Internship**

Metis Associates, a national research and consulting firm, seeks an undergraduate or graduate student for a paid internship position. Metis is a well-regarded national research and evaluation organization headquartered in New York City with a long track record of conducting high quality, technically sound, and client-focused program evaluations across a broad range of human services domains, including education, youth development, child welfare, workforce development, juvenile justice, and others. Our mission is to support public and private organizations in achieving results for the children, adults, families and the communities they serve.

### **Primary Responsibilities/Duties**

- Assisting with data collection and data management
- Scheduling interviews and focus groups
- Conducting basic data analyses (e.g., running frequencies) using SPSS and/or Microsoft Excel
- Summarizing data findings and visually presenting data (e.g., creating charts/figures, drafting presentations and memos, assisting with reports, etc.)
- Assisting with general administrative tasks

### **Qualifications**

- Current undergraduate or graduate student majoring in psychology, sociology, education, or other relevant field
- Interest in education research and evaluation
- Strong written and oral English communication skills
- Experience using Microsoft Excel and/or SPSS preferred
- Ability to work independently in a team-based, project-oriented environment
- Detail oriented and strong organizational skills
- Hours may be flexible and could include two to three days per week throughout the fall semester. Continuation of work during spring session is possible but not guaranteed.

### **How to Apply**

To apply please email a (1) Cover Letter, (2) Résumé, and (3) a short writing sample to [inquiries@metisassoc.com](mailto:inquiries@metisassoc.com). Applications will be reviewed on a rolling basis.