University of Maryland
3 Job Postings For March 2016
Position Type: Summer Internship

Desired Major(s): Behavioral and Social Sciences/Economics, Behavioral and Social Sciences/Applied Economics (GRAD), Business

Location: Washington, District of Columbia (United States)

Description: Company Name: Group of Thirty

Job Title: Paid Part-Time Internship (10-15 hours/week)

Duration: Summer 2016 (Exact dates TBD upon hire)

Compensation: $13/hour

About Us: The Group of Thirty (G30) is a non-partisan think tank that gathers senior representatives in economics and finance from the public and private sectors and academia to collectively advise policymakers and practitioners on issues impacting the world economy. The Group holds regular plenary sessions and seminars, and publishes papers and reports on current economic and financial issues.

Who we are looking for: A hardworking, motivated college junior or senior with a background and interest in international economics and finance.

Skills required: Strong writing, proofreading, and editing skills, experience researching financial and economic information online, intra-office communications skills, strong Word, Excel, database, and content management software skills. Familiarity with Microsoft Access is a plus.

Tasks include: Maintaining the G30 website, research support for the Executive Director, proofreading papers and publications, maintaining and updating the office database, assistance with mailings and event preparations, other office duties as assigned.

For more information about the Group, please visit us at http://www.group30.org/.
To Apply: Please send cover letter, resume, and a brief writing sample (2-3 pages) to Stephanie Tarnovetchi, Office Manager at:

Email: info@group30.org
Subject: Internship Application

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<tr>
<th><strong>Job Function:</strong></th>
<th>Administrative/Support Services, Communication, Other</th>
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<tbody>
<tr>
<td><strong>Desired Class Level(s):</strong></td>
<td>Junior, Senior</td>
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<tr>
<td><strong>Approximate Hours Per Week:</strong></td>
<td>10-15 hours/week</td>
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</table>
Position Type: Summer Internship

Desired Major(s): Behavioral and Social Sciences/Government and Politics, Behavioral and Social Sciences/Sociology, Behavioral and Social Sciences/Survey Methodology (GRAD), Computer, Mathematical, and Natural Sciences/Mathematical Statistics (GRAD)

Location: Washington, District of Columbia (United States)

Description: Organization Overview:
Pew Research Center is a nonpartisan fact tank that informs the public about the issues, attitudes and trends shaping America and the world. It conducts public opinion polling, demographic research, media content analysis and other empirical social science research in the areas of U.S. politics and policy views; media and journalism; internet and technology; religion and public life; Hispanic trends; global attitudes and U.S. social and demographic trends. Pew Research Center does not take policy positions. It is a subsidiary of The Pew Charitable Trusts. The Center’s work is carried out by a staff of 140.

Position Summary:
The summer internship is a paid internship opportunity during the summer of 2016 (beginning in May or June 2016) for undergraduate students in their junior or senior year, recent college graduates or graduate-level students with an interest in political polling or survey research, especially as it relates to foreign affairs and international public opinion. The intern will be expected to assist the research team with various aspects of the survey process, including database development and management, questionnaire design, statistical analysis, reporting of survey results and quality control. For all of these tasks, attention to detail and individual judgment are critical in maintaining the highest standards of accuracy and impartiality.

Primary Responsibilities:
■ Creating, maintaining and reviewing internal databases.
■ Data management.
Number-checking, fact-checking, proofing.
Assisting in the production of Center reports; creating tables, charts and slides in MS Office suite.
Assisting staff with special projects and related research, as necessary.

FLSA Status: Non-exempt

Application Procedure:
A complete application will include the following required items:
A cover letter highlighting your skills and describing in detail your quantitative and statistical experience, including use of specific statistical software programs (please also give an indication of your schedule, including which dates you are available).
A resume.
Transcripts (unofficial transcripts are acceptable).
Names and contact information for three academic or professional references.

Applicant should applications to careers@pewresearch.org. Responses can also be mailed to:

Human Resources Department
Pew Research Center
1615 L Street, NW Suite 800
Washington, DC 20036

Due to the volume of applications received, applicants will be notified only if they are selected for interviews.

We are an equal opportunity employer.

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<th>Research</th>
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<td>Desired Class Level(s):</td>
<td>Junior, Senior, Masters Candidate, Doctoral Candidate, Recent Grad (up to 1 year out)</td>
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<tr>
<td>Duration:</td>
<td>Summer 2016</td>
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<td>Approximate Hours Per Week:</td>
<td>37.5</td>
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<tr>
<td>Salary Level:</td>
<td>$15/Hour</td>
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<tr>
<td>Qualifications:</td>
<td>Knowledge, Skill and Workplace</td>
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<td>A “numbers” person with strong quantitative and statistical skills.</td>
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<td>Experience with MS Word, Excel and PowerPoint.</td>
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<td>Interest in international politics and polling.</td>
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<td>Ability to balance numerous tasks</td>
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simultaneously and meet tight deadlines.

Knowledge of a foreign language is preferred.

Education/Training/Experience

- College student pursuing either a Bachelor’s degree (and completed a minimum of their sophomore year) or a graduate degree, or a recent college graduate (graduated in the past year).
- Experience with data management and analysis in SPSS or other statistical software.
- Background in international relations, political science, sociology or related fields preferred.
Position Type: Summer Internship

Desired Major(s): Behavioral and Social Sciences/Government and Politics, Behavioral and Social Sciences/Sociology, Behavioral and Social Sciences/Survey Methodology (GRAD), Behavioral and Social Sciences/BA-MA Public Policy (GRAD)

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Position Summary:
The summer internship is a paid internship opportunity during the summer of 2016 (beginning in May or June 2016) for undergraduate students in their junior or senior year, recent college graduates or graduate-level students with an interest in survey research methodology.

The Intern works directly with the Pew Research Center’s international survey research team to shape the Center’s methodological research agenda and implement its methodological research. Interns are involved with many aspects of the survey research process within the Pew Research Center, such as questionnaire development, data management, statistical analysis, reporting of survey results and quality control. For all of these tasks, attention to detail and individual judgment are critical.

This position reports to the Associate Director.
of Global Attitudes Research and works closely with other researchers on staff.

Primary Responsibilities:
- Data analysis.
- Assist Methods staff in working with research staff to provide methodological advice at various stages in the research process, including overall study design, sampling, questionnaire development, data collection, weighting, analysis and reporting.
- Assist with writing methodology sections for reports and maintaining methodology-related materials on the Center’s website.
- Assist with the design and implementation of other methodological projects.

FLSA Status: Non-exempt

Application Procedure:
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Approximate Hours Per Week: 37.5

Salary Level: $20/Hour

Qualifications: Education/Training/Experience:
- Background in data management and analysis required.
- Experience with SPSS, SAS, Stata, R or other statistical software required.
- Background in social science preferred.
- Experience with survey research preferred.

Knowledge & Skills Requirements:
- Interest in international public opinion and polling required.
- A “numbers person” with strong quantitative and statistical skills.
- Detail-oriented with exacting standards to maintain accuracy and impartiality in all work products.
- Strong verbal and written communications skills.
- Interest in expanding skills to cover new analytical tools and methods.
- Ability to work well in a team setting.
- Ability to balance numerous tasks simultaneously and meet tight deadlines.