

# Position Description

## EDUCATION RESEARCH AND EVALUATION INTERN

This position contributes to the success of the Chicago Zoological Society by helping to evaluate a variety of services and programs offered by Brookfield Zoo, such as guest engagement, level of guest satisfaction, success of programming, and our guests' connections to animals and nature.

### PRIMARY DUTIES AND RESPONSIBILITIES:

1. Responsibilities may include involvement in various steps in qualitative, quantitative, mixed methods, case study research and/or evaluation in informal science education. 30%
2. Responsibilities may include literature reviews of related studies and theoretical frameworks for social science research; compiling public records; researching and compiling newspaper records; composition of rationales for survey items and interview questions; data collection with human subjects; data entry; data analysis; and/or participation in preparation of reports and results dissemination. 35%
3. Responsibilities may include non-research activities such as those related to project management of the implementation of complex educational programs. 25%
4. Other related duties as assigned. 10%

### REQUIREMENTS & SPECIFICATIONS

- Minimum of 1 semester of college with genuine interest in science, education, social sciences, statistics, evaluation, or related field.
- Good interpersonal, communications, and organizational skills with an eye for detail and accuracy; able to follow direction and juggle multiple priorities.
- Computer and data entry experience required; Proficiency in Microsoft Office 2016 or higher, especially Word, Excel, and Outlook. PowerPoint proficiency preferred.
- Excellent customer service, strong verbal communication skills, excellent writing skills, teamwork, flexibility, and reliability; Must be able to commit to a minimum of 240 hours over the internship period.
- All interns are required to complete either a final project or daily journal as part of their experience

### ADDITIONAL INFORMATION

**Department:** Education & Community Engagement

**Pay Rate:** Unpaid

**Schedule:** Flexible/variable, with part-time or full-time schedules available; Must be able to commit to a minimum of 240 hours over the internship period.