POSITION DESCRIPTION

JOB TITLE: Research/Data Visualization Intern

TYPE: Paid Summer Internship

PRIMARY JOB FUNCTION: Work with the D3 staff to support data collection and analysis. Produce compelling visual aids for D3's business development efforts and client deliverables.

JOB DUTIES AND RESPONSIBILITIES:
- Develop an understanding of the D3 research process
- Communicate D3's message and image clearly through the use of intentional design
- Visualize research findings into presentations, infographics, 1-page summaries, etc.
- Create statistically valid, yet aesthetically pleasing graphs for external reports
- Collaborate with research analysts and proposal writers to enhance products with visualizations
- Provide assistance to staff on formatting questionnaires
- Prepare Excel Codebooks and Trackers
- Generate SPSS syntax files for reading data
- Conduct thorough reviews of data sets, including quality control checking
- Create Basic Data Tables
- Prepare Topline or Marginals Reports
- Write and/or edit Executive Summary Reports
- Become familiar with Methodology Reporting
- Assist staff in reviewing deliverables for accuracy
- Conduct background research as needed
- Learn SPSS data management and analysis skills

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS: *(Minimum requirements for the position.)*
- Knowledge of quantitative and qualitative social science research
- Capable of self-directed and independent research
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- Experience with infographics, graphic design, interactive graphics, and web-editing tools
- Proficient in Adobe Photoshop, InDesign, and Illustrator
- Strong oral and written communication skills
- Able to communicate ideas and information effectively and professionally
- Excellent attention to detail, organizational and multi-tasking skills
- Must be flexible and able to adapt to changing priorities
- Desirable: experience with computer programming language or website development (WordPress)
- Desirable: foreign language skills in French, Arabic, Farsi, or Pashto
- Desirable: proficiency in SPSS

EDUCATION AND TRAINING REQUIREMENTS: *(Minimum requirements for the position.)*
- Minimum of one year of undergraduate education
- Exposure to and/or a strong interest in international social research

ADDITIONAL REQUIREMENTS:
- Ability to obtain and maintain a DoD security clearance
- General office tasks including filing and using a computer in an indoor office setting

EQUAL EMPLOYMENT OPPORTUNITY: D3 has a corporate commitment to equal employment opportunity. In that spirit, we welcome applications from all qualified individuals without regard to race, color, gender, age, religious affiliation, marital status, sexual orientation, national origin, disability, genetic information, U.S. veteran status, or any other categories protected by federal, state, or local law.