



POSITION DESCRIPTION

JOB TITLE: Research/RCS Intern

TYPE: Paid Summer Internship

PRIMARY JOB FUNCTION: Work with the D3 staff to support data collection and analysis as well as assist with the development of internal mobile data collection platforms.

JOB DUTIES AND RESPONSIBILITIES:

- Develop an understanding of the D3 research process
- 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
- Develop an understanding of the D3/RCS research process and products.
- Streamline core D3/RCS processes, such as mobile survey management, through questionnaire design and coding.
- Assist with improving D3/RCS quality control methods, taking statistical and survey literature into account.

EXPERIENCE, KNOWLEDGE, AND SKILL REQUIREMENTS: *(Minimum requirements for the position.)*

- Knowledge of quantitative and qualitative social science research
- Demonstrated experience with HTML, Java, or PHP.
- Capable of self-directed and independent research
- Proficient in Microsoft Word, Excel, Outlook, and PowerPoint
- 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: 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 science research and technology

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.