**Research & Database Development Project Assistant**

**Master of Public Administration Graduate Program**

**Reports to***:* MPA Director

**Hours:** 5-10 hours a week, January 4 through June 10, 2015.

**Compensation:** $12/hour; paid through work-study funds dependent upon student eligibility

**Start Date:** January 4, 2015.

**Job Description:** The position involves researching current and past internships in the MPA Program and working with the MPA Director in order begin archiving the MPA Program internship process and outcomes.

**Job Duties:**

* Research MPA Program internships from current placements through past 5 years.
* Develop a useful database that can be used for queries regarding internships in the MPA Program.
* Develop and administer data gathering instruments (e.g., survey, interview questions) to internal and external parties involved with the MPA Program internship process.
* Data entry.
* Other MPA internship-related research duties as assigned.

**Qualifications:**

* Must be an MPA student who is enrolled for at least 4 credits in both winter and spring 2016.
* Good research skills.
* Excellent professional written and communication skills – phone, email and in-person.
* Working knowledge of Microsoft Excel and Outlook.
* Experience with database software.
* Organized and detail-oriented.
* Flexible and able to work with minimal direction, yet able to ask questions to clarify the task at hand.
* Quick learner, able to take initiative.

**How to apply:**

* Submit a resume and email letter of interest to Doreen Swetkis, MPA Director, by Dec 4, 2015, 5pm. swetkisd@evergreen.edu. Interviews will be held the week of December 21, 2015.