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.