

Position Description: Graduate Internship for Assessment and Research

Department:	Experiential Learning Network (ELN), Undergraduate Education
Supervisor:	Christina Heath, Administrative Director
Term:	Fall 2023-Spring 2024 with the potential to continue
Hours/week:	Flexible number of hours (5-7 hrs/week)
Salary:	\$24/hr

The Experiential Learning Network connects students to hands-on learning opportunities through the [Project Portal](#) and [digital badges](#). ELN has received a grant to scale our model across SUNY, inviting students from all campuses to engage. We are seeking a Graduate Intern to support the year-end assessment and reporting of these grant initiatives. This role will also assist with participant outreach and support.

Primary Duties and Responsibilities

- Assist with assessment, reporting, and communication of impacts and outcomes
- Review and analyze aggregated data set to identify patterns of potential interest
- Analyze quantitative data, thematically code qualitative data, create charts and graphs
- Assist with participant recruitment and outreach
- Communicate with participants to encourage project completion
- Maintain related databases and virtual records

Skills and Requirements

Required:

- Fully matriculated in a graduate degree program at UB
- Full-time graduate student, maintaining a minimum of nine (9) credits per semester
- Good academic standing during the current academic year
- Experience creating data visualizations and analyzing qualitative and quantitative data

Preferred:

- Experience with SPSS

In addition, the Graduate Intern must possess:

- Strong independent critical thinking and problem solving skills
- Strong organizational skills and attention to detail
- Strong ability to learn new programs and processes necessary for the role
- Ability to work in a diverse environment exhibiting understanding, appreciation and respect for a wide variety of individual differences and backgrounds

To apply, please submit your resume, cover letter and contact information for three professional references to Christina Heath at clgiunta@buffalo.edu.

Interviews will begin in August and continue until the position is filled.