Research Assistant Intern

Location: 1 position in San Jose, CA
Hours: 8-20 hours a week
Type: Part-time
Date open: November 2018

About Applied Survey Research

Applied Survey Research (ASR) is a growing social research firm whose mission is to conduct research that helps people build better communities. For 37 years, ASR’s operations on the Central Coast, Bay Area and Sacramento region have been providing services such as needs assessment, strategic planning, program design, and evaluation to a wide range of organizations, from the federal, to state government, counties, cities, foundations, and non-profit organizations.

Profile of ASR’s Research Assistant Intern

Applied Survey Research seeks a Research Assistant Intern to provide support to our San Jose office. About 80% of this position will be providing research support, including: interacting with project managers to learn coding systems, entering data from paper forms, performing quality checks on data, and preparing materials needed for data collection efforts such as point in time counts of individuals experiencing homelessness. The remaining 20% of this position will be operations support to our team, including: photocopying, scanning, and running errands primarily to the post office, Target, and Safeway.

Minimum Qualifications:

1. AA degree or coursework completed toward a BA or BS degree
2. Excellent attention to detail and quality: You will be expected to produce consistent, top quality work at all times. This includes reviewing paper survey forms for completeness, verifying that data are entered correctly into tables, and other similar tasks.
3. Excellent organizational skills: You have set up or maintained filing systems and are able to create simple systems to organize your work.
4. Excellent time management skills: You can maintain a list of tasks, monitor their completion, and report to your project manager(s) when you are finished. You show up to work on time and ready to go!
5. Excellent communication skills: You must have professional, cordial, and proactive people skills. You seek feedback to keep improving your work.
6. Data entry: You have experience using Excel.
7. A strong work ethic and team mentality: You have a positive “can do” attitude and willingness to go the extra mile to help staff meet their deadlines.
8. Reliable transportation: You must have a vehicle to run errands as needed such as picking up and dropping off supplies and materials around the bay area.
9. Goals: Your personal and/or professional goals align with ASR’s mission to help people build better communities.
Ideal Qualifications (in order of priority):

1. Spanish language fluency (written and verbal)
2. Junior or senior-level undergraduate student or recent college graduate
3. Prior experience conducting social or community research or coursework in research methodology
4. Working knowledge of SPSS
5. Experience working with a social service or non-profit program

Salary and Benefits

The successful candidate will become a part-time hourly employee eligible for sick time. Salary will range from $16-18/hr depending on qualifications. The successful candidate will gain valuable training and work experience in a dynamic organization focused on supporting the research and evaluation needs of local organizations.

Submission requirements

All interested and qualified candidates should prepare a cover letter highlighting your strengths as a candidate, how many hours you have available, and your desired start date. Please send your letter and resume to Paige Combs at Paige@appliedsurveyresearch.org with ‘Research Assistant Intern- (your name)’ in the subject line.

Applications will be considered on a rolling basis. It is expected that the internship will begin in early January with a commitment through the end of March. Opportunity to extend for a longer duration may be available depending on performance and need.