

**Claremont McKenna College
Kravis Leadership Institute
Internship and Research Coordinator Job Description
Part-Time Position**

Basic Function

The Kravis Leadership Institute (KLI) seeks a graduate student to fill the part-time position of Internship and Research Coordinator. Reporting to the Director of Internships and KLI Research, the Internship and Research Coordinator is responsible for coordinating and assisting with the KLI Sponsored Internship Program and the academic internship course. In addition, the Internship and Research Coordinator will contribute to KLI research, evaluation, and assessment. The Internship and Research Coordinator will also provide general support as defined and directed through the Director of Internships and KLI Research.

Description of Duties and Responsibilities

- Provide assistance with the KLI Sponsored Internship Program and academic internship course
 - Coordinate and assist with the KLI Sponsored Internship Program application and interview process.
 - Assist the Director of Internships and KLI Research with the coordination of the academic internship portion of the summer internship program by helping develop course materials (on-line), present information during student orientations, and monitor completion of course requirements via Sakai.
 - Maintain records for the sponsored internship program and academic internship course.
 - Assist with program correspondence and communications among staff and students.
- Provide assistance with KLI research, evaluation, and assessment programs.
 - Supervise and coordinate undergraduate research assistants.
 - Act as an evaluation resource to address KLI's internal evaluation efforts.
 - Coordinate and assist with survey development, data collection and management, and data analysis (both quantitative and qualitative) of KLI program evaluation.
 - Prepare necessary research and evaluation reports.
- Perform other essential duties and tasks specific to the position.

Qualifications and Required Skills

Bachelor's degree required. Requires advanced experience in SPSS, MS Word, Excel, PowerPoint, Sakai, and Internet search engines. Candidate must have excellent oral and written communication skills, strong problem solving skills, and experience in survey development and data analysis. Candidate must also have strong knowledge of program evaluation and research methodology. Strong organizational skills and the ability to relate effectively with staff, students, faculty, administrators, and the public are needed.

Other

Hours: The hours for this position typically do not surpass more than 20 hours per week, and are flexible according to the needs of the Institute. The candidate may work remotely but must be able to visit KLI for regular weekly meetings.

Classification and Status: This is a part-time position. The position has been designed for a graduate-level individual.

Reports to: Director of Internships and KLI Research.

This job description defines the essential or fundamental job duties of the employment position. It is assumed that employees hired for this position can perform the essential functions of this job without imposing risk or substantial harm to the health or safety of themselves or others.

It may also include marginal functions, generally defined within Title I of the Americans with Disabilities Act.