



Business Studies Division  
Cooperative Education Program

1400 Tanyard Road  
Sewell, NJ 08080  
856-415-2168  
*RCGC.edu/coop*

## Employer Posting for Cooperative Education Program

Position Title: Research & Evaluation Intern

Organization Name: Knowles Science Teaching Foundation

Address: 1000 N. Church Street

Moorestown, NJ 08057

Organization Website: www.ksft.org

Academic Major(s) Desired: Business and/or Math (Statistics)

Time Preference (Part Time, Full Time, Hours): Part time

Compensation per Hour: \$10.00 per hour

Availability (Fall, Spring, Summer): Spring

**Job/Project Description:** The R&E intern will be responsible for organizing and compiling existing datasets, preparing spreadsheets for analysis of discussion board and social media exchanges, conducting literature and other types of searches on topics such as teacher leadership or teacher quality and preparing materials for grant submissions. The intern will work directly with the KSTF Director of Research and Evaluation and the Research Associate. The intern will gain exposure to the work responsibilities and tools of social sciences research. These include: how Google applications, Excel and SPSS are used to organize data and perform basic analyses that answer research questions; how to plan and organize integrative literature reviews; how data can inform organizational improvement; and how to prepare grants for submission to funding agencies. The skills learned will be useful to anyone interested in education, research, evaluation, development, marketing or communications.

**Experience/Skills Desired:** Strong writing and analytic skills; Coursework or experience in basic statistics; Basic working knowledge of Excel; Ability to work independently and with a small team.