

Job Title	Research Intern	Level/Salary Range	
Department/Group	Research	Travel Required	None
Supervisor	Sarah Ahern, Partner	Position Type	Part-Time

Job Purpose

Responsible for assisting PATH Partners, Research and Account Managers with the regular activities related to conducting research.

Duties

- Work with Research and Account Managers on survey design, data analyses, report writing for a variety of client across 4 key areas – customer, employees, the market and competition
- Become proficient in using SNAP, Power BI, Qualtrics, and other data platforms for data collection, analysis and report creation
- Drive insights in partnership with the PATH Research Manager for the quarterly report and dashboard process for PATH’s Voice of the Customer (VoC) clients
- Collaborate with PATH team on thought leadership projects – articles, blog posts, white papers, case studies, etc.
- Assist Partners in assessing various data visualization applications to determine the best way to create compelling insights for clients
- Support PATH’s marketing efforts
- Deliver excellent quality output for clients
- Perform all assigned duties in adherence with company policies and procedures
- Maintain an organized and neat work environment
- Treat peers and upper management with honesty and respect

Skills/Qualifications

- Must be able to communicate to upper management in an effective manner
- Expertise with MS Office products required (Exchange, Word, Excel, Power Point)
- Knowledge of statistics, both basic and advanced
- Excellent oral and written communications skills
- Ability to think creatively
- Strong time management and problem-solving skills
- Desire to work independently on projects, with oversight by account managers
- Ability to manage multiple projects
- Must be able to manage deadlines
- Desire to identify where processes and systems can be improved

Education

Pursuing a Ph.D.

Master’s Degree in a related field preferred

Reviewed By:		Date:	
Approved By:		Date:	
Last Updated By:		Date/Time:	