

Job Title	Research Intern	Level/Salary Range	Paid Internship - \$15/hour
Department/Group	Research	Travel Required	None
Supervisor	Sarah Ahern, Partner	Position Type	Part-Time – 20 hours/week
<p>Job Purpose</p> <p>Responsible for assisting PATH Partners, Research and Account Managers with the implementation of Tableau and developing text analytic capabilities in the Research department.</p> <p>Duties</p> <ul style="list-style-type: none"> • Work with Research and Account Managers on Tableau onboarding, report design, data analyses, report writing • Become proficient in using Tableau, for data collection, analysis and report creation • Document the Tableau process and create a training guide for the layperson • Conduct an industry analysis of text analytic platforms and processes • Educate PATH partners about opportunities to iterate our current text analytic capabilities • Suggest any technology solutions, if applicable, that could assist with the text analytics • Assist with preparing any reports as applicable • Assist Partners in assessing various data visualization applications to determine the best way to create compelling insights 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 <p>Skills/Qualifications</p> <ul style="list-style-type: none"> • 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 <p>Education</p> <p>Master’s Degree in a related field preferred</p>			

