Brazelton Touchpoints Center Summer Internship Description

Position Overview:

The Intern works with the Brazelton Touchpoints Center Research and Evaluation Team to implement evaluations of training and professional development activities for early childhood professionals.

This position is available for at least 30 hours/week starting in May or early June 2013.

Key Responsibilities:

1. Assist in the design of evaluation measures, protocols, study procedures, and data collection methods.
2. Participate in data collection efforts including surveys, interviews, and focus groups.
3. Handle and protect confidential and sensitive data.
4. Transcribe and summarize interviews.
5. Enter and clean quantitative and qualitative data.
6. Code and analyze quantitative and qualitative data.
7. Assist in writing and preparing evaluation reports and presentations.
8. Organize materials from trainings.
9. Conduct background research including literature reviews for evaluation reports, grants, presentations, and the Touchpoints website.

Qualifications

Required Skills and Abilities:

- Current advanced undergraduate or masters student in Child Development, Human Development, Human Services, Early Childhood Education, or related field.
- Comfort and/or experience working with individuals and groups from diverse backgrounds, disciplines, and communities.
- Attention to detail.
- Ability to effectively contribute within a team setting.
- Excellent analytical, problem-solving, communication, and time-management skills.
- Familiarity with computers and standard office programs such as Word, Excel, Power Point, and general Internet and electronic communications.
• Capacity and willingness to learn new software, research methods, and work routines quickly, under the mentorship of Project Directors and Research Coordinator, Research and Evaluation.

Preferred Qualifications:

• Coursework and/or experience in social sciences evaluation procedures and research methods.

• Familiarity with statistical packages such as SPSS, SAS, or Stata

This is an unpaid position. Student interns must register for a field placement or internship course, Independent Study, or Directed Research associated with their work for this internship or they must have another source of funding for the internship (e.g., scholarship, grant, etc.) in order to be eligible.

Contact Information: Please send cover letter and resume to Dr. Mallary Swartz, Project Director, Research and Evaluation, at mallary.swartz@childrens.harvard.edu.