Engage Democracy- Graduate Research Fellow
Paid Internship for Fall 2019, Spring 2020, and Fall 2020

Position Overview
The Gephardt Institute for Civic and Community Engagement is hiring for a paid graduate student to serve as a Graduate Research Fellow for the Engage Democracy Initiative. The Graduate Research Fellow will support assessment, evaluation, research and strategy for the Engage Democracy Initiative components including voter engagement, civic education trainings and workshops, and events. This is a part-time position for full-time or part-time advanced graduate students (at the doctoral or Masters level). The position will report to the Assistant Director for Strategy and Evaluation, and will be an integral member of the Engage Democracy team that includes other professional staff, graduate fellows, and undergraduate interns.

Responsibilities include, but are not limited to, the following:
1. Create and implement program assessment and evaluation plans which include protocol development, instrument creation, data collection, and data analysis and reporting in collaboration with Gephardt Institute staff
2. Conduct and report on literature reviews, benchmarking, logic model edits, and/or data audits as assigned by the Assistant Director of Strategy and Evaluation
3. Facilitate presentations and learning opportunities for Gephardt Institute staff regarding assessment, evaluation, and/or research in higher education, democratic engagement, and civic and community engagement
4. Attend meetings and trainings, as directed by the supervisor
5. Responsible for short-term projects as assigned
6. Participate in a research team made up of other Masters and Graduate Research Fellows and the Assistant Director of Strategy and Evaluation
7. Participate in Gephardt Institute events, programs, and services as directed by the supervisor
8. Perform other duties consistent with the purpose of the position as assigned

Desired Qualities of Successful Candidates
- Prior experience in a nonprofit, higher education, education or related setting in evaluation, assessment, and/or research methods
- Enthusiasm for democracy and civic engagement through the political and electoral process
- Experience in building systems and structures to support evaluation, assessment, and research efforts
- Ability to synthesize literature and related information to inform evaluation approaches
- Quantitative, qualitative, and/or mixed methods analysis experience
- Experience using software for data input and analysis (Excel, SPSS, SAS, NVivo, Atlas.ti)
- Proficiency in research-informed thinking and problem solving
**Eligibility**
Advanced graduate student (at the doctoral or Masters level) in any of the academic schools at Washington University in St. Louis who will be enrolled for the duration of the Fall 2019, Spring 2020, and Fall 2020 semesters are eligible to apply. Applicants must be in good standing with the university and cannot be on academic probation.

**Time Commitment & Duration**
Weekly time commitment may fluctuate depending on responsibilities. The Graduate Research Fellow is expected to work approximately 10 hours per week during three academic semesters (fall 2019, spring 2020, and fall 2020). Hours are flexible based on the student’s schedule. All Gephardt Institute intern are expected to attend the semester kick off retreats.

**Remuneration**
$12.00-15.00 per hour, dependent on experience, payable bi-weekly.

**Application Process**
To apply, please complete a staff application form through the Gephardt Student Internship Program website and submit a resume and a cover letter. Samples of past evaluation or assessment can be included in applications. If you have any questions about the position or process to apply, please contact the Associate Director and Chief of Staff, Shruti Desai, at shrutipdesai@wustl.edu.