Gephardt Evaluation, Assessment, and Research (GEAR) Team Assistant
Paid Graduate Internship for Fall 2022 – Spring 2023

Internship Overview
The Gephardt Institute for Civic and Community Engagement seeks a Gephardt Evaluation Assessment and Research (GEAR) Team Assistant to support assessment, evaluation, research, and strategy for the institute. This a part-time position for full-time or part-time graduate students (at the Master’s or doctoral level). The primary functions of this position are to manage various areas of responsibility related to the evaluation of the Gephardt Institute’s programmatic efforts. As a GEAR Team Assistant, you will be responsible for managing projects related to assessment and evaluation of programs implemented by the Gephardt Institute. The GEAR Team Assistant will work under the supervision of the institute’s Evaluation and Assessment Manager.

Responsibilities include, but are not limited to, the following:

- Create and implement program evaluation plans, which include protocol development, instrument creation, data collection, and data analysis and reporting in collaboration with the Gephardt Institute staff.
- Collaborate with Gephardt Institute staff to develop new efforts in research and evaluation.
- Conduct and report on literature reviews, benchmarking, logic model revisions, and/or data audits as assigned by the Evaluation and Assessment Manager.
- Facilitate presentations and learning opportunities for Gephardt Institute staff regarding assessment, evaluation, and/or research in higher education and civic and community engagement.
- Prepare analytical reports regarding outcomes of the institute’s various programs and initiatives.
- Conduct feedback interviews with stakeholders, such as community partners and members of the Washington University community.
- Attend meetings and trainings, as directed by the supervisor.
- Responsible for short-term projects as assigned by the supervisor.
- Participate in Gephardt Institute events, programs, and services as directed by the supervisor.
- Perform other duties consistent with the purpose of the position as assigned.
- Participate in a research team made up of other GEAR Team Assistants and the Evaluation and Assessment Manager.
- Participate in and present at conferences or local Evaluation events, e.g., EASL (Evaluation Association of St. Louis), AEA (American Evaluation Association) etc.

Serve as an essential member of the Gephardt Institute staff:

- Attend kick off staff retreat and bi-monthly staff meetings for ongoing professional development and office-wide coordination.
- Support Gephardt Institute office efforts including staffing the reception desk, supporting special events, and posting flyers as needed.
- Participate in team efforts outside the office during special events such as the Activities Fair, Gephardt Institute sponsored events, and other relevant outreach.
- Attend 2 Gephardt events throughout the semester.
- Write a semester report and update the Assistant manual each semester.
• Model professionalism and ethical leadership in and outside the office through adherence with Washington University policies and procedures, office expectations, and standards.

**Required Qualities of Successful Candidates**

• Experience in a nonprofit, higher education, education or related setting in evaluation, assessment, and/or research methods
• Graduate student (Master’s or doctoral level) in any of the academic schools at Washington University
• Ability to synthesize literature and related information to inform evaluation approaches
• Ability to translate assessment, evaluation, and research findings to stakeholders in relatable language
• Navigate and research through Washington University’s library databases
• Proficiency in research- and data-informed thinking and problem-solving
• Initiative and professionalism
• Strong interpersonal and written/verbal communication skills
• Enthusiasm for democracy and civic engagement through the political and electoral process
• Energy, vision, creativity, sense of humor, sound judgment, tolerance for ambiguity
• Ability to function both independently and collaboratively in team-based environment
• Ability to establish and maintain collaborative relationships with staff, faculty, students, and community partners
• Enthusiasm and ability to work in a dynamic environment with multiple audiences and priorities
• Commitment to maintaining a non-partisan and inclusive approach to all programming and communication strategies

**Preferred Qualifications**

• Experience in building systems and structures to support evaluation, assessment, and research efforts
• Database design and implementation (e.g., SQL, Microsoft Access)
• Quantitative, qualitative, and/or mixed methods analysis experience
• Data presentation in a succinct and intuitive manner
• Experience with and/or willingness to learn software for data input, analysis, and visualization (e.g., Excel, SPSS, SAS, NVivo, Atlas.ti, R, Tableau, Qualtrics)
• Experience in civic and community engagement in higher education or related field

**Eligibility**

Washington University students who will be graduate students during the 2022-2023 school year are eligible to apply. All majors and schools welcome. Students must be in good standing with the university and cannot be on academic probation. Preference is given to Federal Work Study eligible applicants though all students are welcome and encouraged to apply.

**Time Commitment**

Weekly time commitment may fluctuate depending on responsibilities. The intern is expected to work approximately ten hours per week. Hours are flexible based on student’s schedule, occasionally include evening/weekend commitments, and generally occur in the office between 8:30 a.m.-5 p.m. Monday through Friday.

**Compensation**

$15.50 per hour, payable bi-weekly.

**Duration**

The internship is for fall 2022 through spring 2023, with the possibility of renewal the following year if mutually desired.
**Application Process**
Applications will be accepted on a rolling basis through **5:00 pm on October 11, 2022**. To apply, please complete a [staff application form](#) through the Gephardt Student Internship Program website and submit a resume and a 1-page cover letter stating your interest in the position, your value proposition, and your expectations from this position. If you have any questions about the position or process to apply, please contact Seema Mahato, Evaluation and Assessment Manager at [mahato@wustl.edu](mailto:mahato@wustl.edu).