

TEENS Data Management Intern

Internship Department: Education; Youth and Community Programs

Objective: Update past and present participant information in Access Database; create a comprehensive list of TEENS Alumni; analyze evaluations for program effectiveness

Responsibilities: Input new participant information and update past participant information in Microsoft Access. Shred old personal information files. Search for TEENS Program Alumni using Facebook, email, phone and/or mail. Create a tool to analyze evaluations and surveys completed by participants and parents/guardians.

Final Product: Updated Access Database, list of TEENS Program Alumni, and evaluation statistics

Qualifications: Experience with Microsoft Access, the Internet, and Microsoft Excel

Minimum GPA: 3.0

Desired year in school: All are welcome

Compensation: Unpaid

Desired majors: All are welcome

Time Commitment: flexible

How to Apply: The following materials are required in order for your application to be considered:

1. Completed Application
2. Resume
3. Cover Letter
4. Letter of Recommendation

Complete the intern application at <http://www.surveymonkey.com/s/2NBV8YG>. Submit all other materials via email to internships@naturemuseum.org. It is best to submit your documents as attachments in PDF format to prevent file corruption. Letters of recommendation should be sent as attachments directly from the recommender to internships@naturemuseum.org. Letters emailed from the applicant will not be accepted.

Application Deadline: August 31

Contact Jill Doub, Manager of Volunteers and Interns, with any questions at jill.doub@naturemuseum.org or 773-755-5142.

