

QUALITATIVE RESEARCH INTERN DESCRIPTION

Position:	Qualitative Research Intern
Status:	Temporary/ Intern
Posting Date:	February 5, 2018
Deadline:	Until Filled
Location:	Springdale, OH
Dates:	March/April -August 2018
Compensation:	\$400-500/ weekly stipend
Schedule:	15-30 hours per week

Company:

C H Smith & Associates, LLC, (www.chsmithassociates.com) is looking for **a qualitative research intern** to join its team. C H Smith & Associates helps its clients make good things happen. With care, commitment and expertise, C H Smith & Associates provides meaningful strategy, practical plans, meticulous project execution, and useful data analysis for organizations and systems to better serve their communities and make a difference in people's lives.

The C H Smith & Associates team includes specialists and consultants in project management, process facilitation, qualitative and quantitative research, public policy, stakeholder engagement, organizational development, workforce development and more.

We look for members to join our team who share our Core Values:

C H Smith & Associates, LLC is

- **Resourceful:** We find creative solutions. We look at addressing the core of the challenge.
- **Strategic:** We are thoughtful about the strategic impact of our work in the short and long term. We understand the multiple facets of initiatives and projects and collaborate with the client to anticipate the best way to move forward.
- **Practical:** We provide deliverables that are practical and useful. From evaluation reports to strategic plans, our clients are clear about what to do next to achieve their objectives.
- **Meticulous:** We strive for precision, clarity, and thoroughness. When we fall short, we learn and continue to grow.
- **Philia Love:** We treat our work, clients, colleagues, and other stakeholders with the care and intention to see what is best for them. We have an affection and intense respect for the work we do. People love doing business with us.

C H Smith & Associates, LLC is an Equal Opportunity employer.

Intern Will Learn and Be Exposed to:

- Real world opportunities to conduct surveys and interviews to advance the objectives of the business while advancing work that supports improvement and positive impacts on society.
- Operations of a small, entrepreneurial firm.
- Experience working closely with a team of professionals throughout the company.

Responsibilities:

- Review and refine qualitative research protocols.
- Aid in recruitment and communication with research participants.
- Conduct interviews or in-person surveys with participants.
- Record and transcribe interviews or focus group information.
- Review qualitative research analysis.

Qualifications:

- Applied experience in conducting interviews with research participants.
- Applied experiences in taking notes during interviews or focus groups for research or evaluation purposes.
- Experience with qualitative coding and coding software, preferred.
- Master's or doctoral degree candidates preferred, specifically in education, public health, social science research, or other related fields.
- Efficient typing skills.
- Technical writing experience, a plus.
- Have effective interpersonal communications skills including verbal, non-verbal, and written.
- Flexibility to travel within state of Ohio.

Please send resume or curriculum vitae with cover letter and a 2-5-page writing sample to chs@chsmithassociates.com.