



318 5th Street, Brooklyn, NY 11215

LIBRARY INTERN

Action Research conducts research, evaluation and policy analysis to improve human services, primarily in child welfare and juvenile justice. Our work includes supporting system reform efforts; exploratory research; program evaluations; writing reports and presentations; and advising on research and evaluation issues. In all of our services, we aim to provide the information and support organizations need to assist the children, adults and families they serve. Action Research is located in the Park Slope section of Brooklyn, NY. For more information, see www.actionresearchpartners.com.

General Description

Action Research is looking for a graduate level Library Sciences intern to work either full-time during winter break or part-time during the spring 2017 semester helping to organize this research company's research analyses and digital files. Working with a small team of researchers, the Library Intern will support and learn about knowledge organization in an applied research setting.

Responsibilities

Working with senior staff, the intern will develop and implement a catalogue system for the organization's digital files. Action Research produces hundreds of analyses each year shared with clients in Excel. These files need to be categorized into one easy-to-use, searchable catalogue. The Library Intern will collaborate with senior staff to create this catalogue and support staff in transferring files into the new system.

Specific activities may include some or all of the following:

- Develop a plan to catalogue digital files
- Identify a database or software for organizing digital files
- Support staff in organizing digital files
- Enter information into databases or spreadsheets
- Report regularly on progress to senior staff

Qualifications

- Experience and interest in organizing information
- Experience working on research projects and familiarity with research methods
- Interest in data and performance measurement
- Strong organizational skills and ability to meet deadlines
- Proven record of reliability
- Comfort with Excel and Word
- Fluency in Access a plus
- Training on HIPAA, Institutional Review Board procedures, or other protocols for handling sensitive data a plus

Hours, Salary and Office

The Spring 2017 intern will be expected to put in a day's work each week, the equivalent of 7.5 hours, and Action Research will work with the student's academic schedule. If the intern works during Winter break, the work week is up to 37.5 hours.

Action Research will work with the student to gain academic credit for the Spring 2017 Semester. If no academic credit is available, the intern will be paid at a rate of \$15.00 per hour.

Action Research is located in Park Slope, Brooklyn.

How to Apply

Please send your resume with a cover letter, transcript, and a list of two professional references to hr@actionresearchpartners.com with a subject line of "Library Internship". Direct phone or email inquiries are strongly discouraged.

Action Research is an equal opportunity/affirmative action employer. All qualified applicants will be considered for employment without unlawful discrimination based on race, color, creed, national origin, sex, age, disability, marital status, sexual orientation, military status, prior record of arrest or conviction, citizenship status, or current employment status.