BIO Girls Summer Intern – Research Assistant/Data Entry Clerk

BIO Girls is seeking a paid summer intern to assist in research data collection and entry and data migration support. This position will be a 20 hour per week position paying $12-$14 per hour, depending on qualifications. Flexible hours are available, but must be completed between the hours of 8 am – 3pm Monday – Friday. This role could qualify for internship hours due to the business-critical nature of the work.

Responsibilities:

• Working under the direction of the Director of Curriculum & Research, intern will key data from paper surveys into a database using a key code.
  o *Potential for providing statistical support to research in analysis of the research data
• Working under the direction of the Executive Director, intern will key historical data into Salesforce.com.
• Other duties as assigned.

Requirements critical to performing the role effectively:

• Attention to detail
• Ability to understand and follow directions
• Accountability and effort in performing repetitive work

Preferred qualifications:

• Microsoft Excel knowledge

To apply, please send your resume and cover letter to Dr. Beth Salafia at beth@biogirls.org.