

Evaluation and Research Unit Intern

College to County Intern 2021 - Department of County Management

Pay Rate: \$20 per hour

Job Type: Temporary College Intern

Duration: Summer 2021 - 12 weeks

Hours: 30 - 40 hours a week

Location: Virtual, but intern must be in Oregon (or other approved state) for the duration of the internship.

Office Descriptions:

The Evaluation and Research Unit operates within the Department of County Management. This internship will be virtual and will require regular use of a computer and internet connection (computer will be supplied).

The Evaluation and Research Unit (ERU) performs program evaluation and research on workforce equity, operational effectiveness, and business intelligence both countywide and within the Department of County Management. The ERU monitors and analyzes key metrics of countywide organizational health; evaluates the effectiveness of countywide initiatives; regularly consults countywide on research and evaluation practice; and works with system partners to evaluate cross-departmental county programs.

Job Task Description:

This internship assignment will work with ERU staff and work will involve performing a combination of research, analysis, and reporting tasks, such as:

- Assist in the completion of a human resources (HR) metrics dashboard - including a review of background information, data visualization approach, and communication plan.
- Coordinate and help facilitate meetings with a diverse set of stakeholders to review the HR metrics dashboard and organize feedback into actionable items.
- Assess the [HR metrics dashboard for alignment with workforce equity goals](#).
- Produce reports and charts as appropriate.
- Depending on skills, interest, and experience, this position may also assist with data cleaning, analysis, and reporting.

Minimum Qualifications:

- Strong writing, research, analysis skills

- Experience in, or interest in learning about creating charts, graphs, and other figures for reports and presentations
- Experience with or interest in learning about spreadsheets and databases to support project activities
- Ability to assist in data collection and analysis
- Ability to both follow directions and work independently
- Ability to work cooperatively and develop effective working relationships with diverse work groups
- Demonstrated ability, or a strong desire to learn, to apply an equity or racial justice lens to your work to help foster a culture of respect, inclusiveness, and appreciation of diverse perspectives, backgrounds, and values. [Link for more information.](#)

Veterans' Preference:

Under Oregon Law, qualifying veterans may apply for veterans' preference for this recruitment. Review our [veterans' preference website](#) for details about eligibility and how to apply.

For veterans qualified for Veterans' Preference: If you believe you have skills that would transfer well to this position and/or special qualifications that relate to this position, please list those skills and/or qualifications.

Accommodation under the Americans with Disabilities Act: We gladly provide reasonable accommodation to anyone whose specific disability prevents them from completing an application or participating in this recruitment process. Please contact the recruiter below in advance to request assistance. Individuals with hearing or speech impairments may contact the recruiter through the Telecommunications Relay Service by dialing 711.

Application Instructions:

Please fill out and submit an application for this position through the form also located on this [website](#). The deadline for submitting an online application is April 4th, 2021.