



COSI College Internship Position Description

Job Title: Research & Evaluation Library Intern

Reports to: Senior Director for Research & Evaluation

Openings: 1

Time Requirement: 10 - 12 hours per week for one quarter (could continue beyond a quarter)

- I. OBJECTIVE: To assist with the development of a research and evaluation library.

- II. DESCRIPTION OF PROJECT: COSI's Learning and Research Partnerships division has amassed literature related to "audience research," including articles and other publications related the fields of education, psychology, marketing, and social science. COSI has begun a project to organize this literature and create a searchable database that will be accessible to a broad range of COSI Team Members so that this literature may be used by the Team for program development, proposal writing, research, program evaluation, and other needs. Duties include:
 - a. Review existing audience research literature and code for keywords.
 - b. Create database (Access software); design query and report formats.
 - c. Catalog literature, including some data entry.
 - d. Develop training material for COSI Team on using the database.

- III. OTHER DUTIES AND RESPONSIBILITIES:
 - a. Under the supervision of the Asset and Curriculum Management Project Manager, may assist with the development of Asset and Curriculum database.

- IV. EDUCATION/EXPERIENCE/SKILLS NEEDED:
 - a. Interest in "audience research" including education, marketing, and social science literature.
 - b. Ability to categorize information.
 - c. Ability to use/learn Access software.
 - d. Interest in library science or knowledge management.

- V. SCHEDULE: As arranged by supervisor.

- VI. BENEFITS FOR THE VOLUNTEER:
 - a. Orientation and training for your specific job duties.
 - b. A letter of recommendation at the completion of the internship.
 - c. Free admission to COSI and discounts in the theaters, café, and gift shop.
 - d. Free parking
 - e. Professional level mentorship and supervision.
 - f. Invitations to Team events and parties.

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Columbus, OH 43215
(614)228-2674 ext. 2174

Template for Position Announcement (Posting)

POSITION TITLE: Research & Evaluation Library Intern

DIVISION: Learning and Research Partnerships

REPORTS TO: Senior Director for Research and Evaluation

STATUS:

HOURS: 10-12 hours per week; one quarter (could be extended)

OBJECTIVE: To assist with the development of a research and evaluation library.

EDUCATION AND EXPERIENCE:

- a. Interest in "audience research" including education, marketing, and social science literature.
- b. Ability to categorize information.
- c. Ability to use/learn Access software.
- d. Interest in library science or knowledge management.

ESSENTIAL JOB FUNCTIONS include, but are not limited to:

- a. Review existing audience research literature and code for keywords.
- b. Create database (Access software); design query and report formats.
- c. Catalog literature, including some data entry.
- d. Develop training material for COSI Team on using the database.

BENEFITS:

- a. Additional job experience and job skills.
- b. Training and experience in interacting with people in groups and on a one-on-one basis.
- c. Letter of recommendation and potential for school credit as determined by the Intern's college.
- d. Free parking – location on the bus line.
- e. Membership privileges including free admission to COSI's Learning Worlds and theaters, discounts in the gift shop and restaurant.
- f. Invitations to Team events and parties.