

**Job Description: Data Visualization and Graphic Representation Internship
Fall 2015**

Job Title:	Data Visualization and Graphic Representation Intern
Supervisor:	Dr. David Redlawsk and Ashley Koning
Organization:	Rutgers Eagleton Center for Public Interest Polling (CPIP)
Location:	Rutgers University, New Brunswick – Cook/Douglass Campus Eagleton Center for Public Interest Polling, Wood Lawn Carriage House
Eligibility:	Undergraduate or graduate student
Stipend:	Unpaid, but available for course credit (or other possible options)
Dates of Position:	Fall Semester 2015; option to extend commitment to full 2015-2016 academic year
Time Commitment:	8-12 hours/week on average; some weeks more, some less

The Eagleton Center for Public Interest Polling (ECPIP) manages the Rutgers-Eagleton Poll, established in 1971 as one of the nation's first university-based statewide public opinion polls. ECPIP undertakes both academic and other survey research and designs opportunities for undergraduate and graduate students to learn how to read, analyze, design, and administer polls.

Summary of Position:

The Data Visualization and Graphic Representation Intern will create, maintain, and advance the Center's capabilities to visually and graphically display data from poll results in press releases, on the Center's official website and social network accounts, and in its other publications. The intern will specifically be responsible for generating and continually updating graphs and charts that depict important data trends over time. The goal of the position will be to create graphics and visual displays that enhance the findings from the Center's data.

Tasks will include:

- Researching scholarly, industry, and popular literature on data visualization and graphic representation.
- Investigating various programs and types of software that aid in the creation and enhancement of graphical representation.
- Attending all weekly ECPIP meetings and preparing short weekly updates/reports on progress for ECPIP staff.
- Creating and maintaining graphs and charts for ECPIP.
- Formulating any graphic representation needed for press releases, reports, or the website/social media networks.
- Creating and updating graphic depictions of "trend" data that tracks poll results on certain topics over time.
- Assisting with press release preparation.
- Composing a blog post or (posts) during the semester.
- Assisting with any other necessary tasks for the Poll as a member of the staff.

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- Maintaining confidentiality about all survey instruments, projects, and data until they are published and released to the public.

Qualifications:

- A background in mathematics, statistics, computer science or any other related fields to data analysis.
- Substantial experience with creating graphs and charts, particularly in Excel and Word – experience with doing this through statistical software is a plus.
- Ability to quickly learn new programs.
- A basic understanding of public opinion polling.
- Clear communication skills, including frequent email checking and timely responses.
- Excellent attention to detail.
- Strong problem solving and organization skills.
- Ability to adhere to tight deadlines and handle multiple projects that may overlap.
- The ability to work independently and at times as part of a team.

Please submit a resume and cover letter regarding experience and skills by email only. Application review will begin immediately and continue until the position is filled.

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