

**Job Description: Website Design and Maintenance Internship  
Fall 2015**

<b>Job Title:</b>	Website Maintenance Intern
<b>Supervisor:</b>	Dr. David Redlawsk and Ashley Koning
<b>Organization:</b>	Rutgers Eagleton Center for Public Interest Polling (CPIP)
<b>Location:</b>	Rutgers University, New Brunswick – Cook/Douglass Campus Eagleton Center for Public Interest Polling, Wood Lawn Carriage House
<b>Stipend:</b>	Unpaid, but available for course credit
<b>Dates of Position:</b>	Fall Semester 2015; option to extend commitment to full 2015-2016 academic year
<b>Time Commitment:</b>	8-12 hours/week

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 Website Maintenance Intern will primarily be responsible for the Rutgers Eagleton Center for Public Interest Polling website. The intern will maintain and expand the current site. The ECPIP site is WordPress-based.

**Tasks will include:**

- Researching literature on and techniques for website maintenance and enhancement effective to our operation.
- Attending all weekly ECPIP meetings.
- Maintaining the ECPIP website.
- Maintaining an “editorial calendar” for the site, making sure other staffers provide content for website in a timely fashion.
- Researching websites and content media strategies of other polling institutions.
- Assisting with press release preparation.
- Following New Jersey news in general and the issues we are polling.
- Composing a blog post (or posts) throughout the semester.
- Assisting with any other necessary tasks for the Poll as a member of the staff.

**Qualifications:**

- Experience and comfort with website design and maintenance.
- Experience with WordPress or similar website formats.
- A willingness to learn.
- A desire to promote our academic research institute.

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Rutgers-Eagleton Poll*

- A basic understanding of what a public opinion poll is and how the media uses public opinion data.
- Computer experience and the ability to familiarize oneself with new programs.
- Strong organizational skills, ability to maintain/follow/enforce schedules, and attention to detail.
- Clear communication skills, including frequent email checking and timely responses.
- High quality research skills.
- Interest in national and local politics.
- The ability to work as part of a small team as well as be a self-starter who likes to work independently.

**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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