

Eagleton Center for Public Interest Polling (ECPIP)
Job Description: Website Design and Maintenance Internship

Job Title:	Website Maintenance Intern
Supervisor:	Dr. Ashley Koning, Assistant Research Professor and ECPIP Director
Organization:	Eagleton Center for Public Interest Polling (ECPIP)
Location:	Rutgers University, New Brunswick – Cook/Douglass Campus Wood Lawn Carriage House
Eligibility:	Undergraduate or graduate student
Stipend:	Unpaid, but available for course credit (or other possible options)
Dates of Position:	Semester with option to extend Full academic year encouraged, but single semester also possible
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 Website Maintenance Intern will primarily be responsible for the 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.
- 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.
- Attending all weekly ECPIP meetings and preparing short weekly updates/reports on progress for ECPIP staff.
- Assisting with press release preparation.
- Composing a blog post (or posts) for the Rutgers-Eagleton Poll blog during the semester.
- Assisting with any other necessary tasks for the Poll as a member of the staff, such as background research, analysis, data work, and special reports or projects.
- Maintaining confidentiality about all survey instruments, projects, and data until they are published and released to the public.

Qualifications:

- Experience and comfort with website design and maintenance.

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Rutgers-Eagleton Poll*

- Experience with WordPress or similar website formats.
- A willingness to learn.
- A desire to promote our academic research institute.
- Computer experience and the ability to familiarize oneself with new programs.
- A basic understanding of public opinion polling and how the media uses public opinion data.
- Clear communication skills, including frequent email checking and timely responses.
- Excellent attention to detail.
- Strong problem solving and organizational 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.

Eagleton Center for Public Interest Polling
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