

**RESEARCH INTERN/CO-OP**

(Full-Time/Rochester, NY)

The Research Intern performs a variety of tasks in the delivery of qualitative and quantitative market research projects on either a part-time (10 hours per week minimum) or full-time basis. Summer interns or Research Co-op candidates are expected to be full time. This position can either be paid and/or for school credit.

*Responsibilities:*

* Assist in the development of survey questionnaires.
* Monitor the quality and accuracy of data, survey tools, and reports/client deliverables.
* Analyze data and create charts and tables to communicate results.
* Schedule and coordinate internal and external resources.
* Conduct an internal research project with other interns.
* Other responsibilities as assigned.
* All of our employees are responsible for and committed to the highest level of data security and client confidentiality.

*Requirements:*

* Currently pursuing a Bachelor’s or Master’s degree in a relevant field (e.g., business, psychology, statistics, sociology, political science, economics, etc.) with at least one course in statistics completed.
* Ability to manage a variety of complex tasks.
* Good oral and written communication.
* Intellectual curiosity and a desire to learn.
* Good time management skills.
* Proficiency with MS Word, Excel, and PowerPoint applications.
	+ Experience using a statistical software package such as STATA, R or SPSS preferred.

*Program Dates:*

* Research Co-op
	+ Full-time for a 6-12-month period (program available year-round)
* Summer Intern
	+ Full-time from mid-May to mid-August
* Part-time Intern
	+ Part-time during Fall (late August through December) or Spring (January through May)

**To apply, send completed application (available at kjtgroup.com), electronic resume and cover letter to** **careers@kjtgroup.com****.**