

**Fisher College
Office of Institutional Research
Fall 2009 Graduate Intern**

The Office of Institutional Research at Fisher College is looking for a graduate intern for the fall 2009 semester (with a possible extension to Spring 2010). The successful candidate will assist on a multitude of research projects including persistence/retention studies, site planning, admissions targeting, faculty/staff interviews, and student surveys. There is also an opportunity for the intern to spearhead his/her own major project. All majors will be considered, but preferred applicants should be a master's student in education, higher education, planning, public policy, statistics, or a related field, and have an interest in educational assessment and evaluation.

The successful candidate should possess the following skills:

- Proficiency with Microsoft Excel (especially working with formulas)
- Able to learn new software programs quickly
- Excellent oral and written communication skills
- Able to work 10-20 hours per week
- Knowledge of SPSS, ArcGIS, Crystal Reports, and/or SurveyMonkey is not required, but helpful

Interns are eligible for a stipend of up to \$2,000 per 16-week semester based on their work schedule and degree status. Send a cover letter and resume to Thomas Beraldi at tberaldi@fisher.edu. Applications will be reviewed on a rolling basis. If you have any questions you may call the Office of Institutional Research at 617-236-5419.

Fisher College's Office of Institutional Research is located on the 1st Floor of 116 Beacon Street in Boston's Back Bay neighborhood. The office is most easily accessible via Arlington station on the MBTA Green Line.