

<b>Job Title:</b>	Summer Survey Assistant (Intern)	<b>Reports To:</b>	Special Projects Coordinator
<b>Department:</b>	Management/Administrative Service	<b>Travel Required:</b>	
<b>Location:</b>	MI – Kalamazoo or Ypsilanti/Ann Arbor	<b>Status:</b>	Internship
<b>Level:</b>		<b>Date Posted:</b>	June 5 <sup>th</sup> , 2019

**To apply please include a cover letter, resume, or employment application. Applications accepted by:**

**Subject Line:** Summer Survey Assistant (Intern) – Kalamazoo or Ypsilanti/Ann Arbor  
**E-mail:** [hr@gshom.org](mailto:hr@gshom.org)  
**Website:** <http://www.gshom.org/en/our-council/careers.html>  
**Fax:** (269)492-1439

**MAIL:**  
 HR Department  
 Girl Scouts Heart of Michigan  
 601 W Maple  
 Kalamazoo, MI 49008

**Job Description**

**POSITION SUMMARY**

The Summer Survey Assistant provides administrative support to the Special Projects Coordinator to enter and manage survey data, assists with data analysis, and assists in preparing reports as required. Skills learned from this position will help the person expand a new career path in the future.

**ESSENTIAL FUNCTIONS**

- Office is located in Kalamazoo or Ypsilanti/Ann Arbor Regional Center. Location based upon candidate's current location.
- Assist with collection and management of paper surveys from Girl Scouts Hear of Michigan day camps and resident camps. Keep surveys organized, intact and the information confidential.
- Enter all data from paper surveys into spreadsheets in a timely manner.
- Ensure 100% data entry accuracy.
- Run reports and assist with the analysis of data for use by staff and volunteers as required.
- Assist with professional research relevant to youth development, particularly issues affecting girls and women as required.
- Actively promote and assist staff in the use of data to make sound decisions for the benefit of the girls served by Girl Scouts Heart of Michigan.
- Attend meetings as required.
- Other duties as assigned.

**COMPETENCIES**

- Proficiency in Microsoft Office, Word, and Excel
- Detail Orientation
- Organizational Skills
- Problem Solving/Analysis
- Technical Capacity
- Teamwork Orientation

**EDUCATION AND EXPERIENCE**

- Associate’s degree or equivalent experience
- Experience with assisting data entry and management highly desired.
- Experience with volunteer organizations with a knowledge of Girl Scouting preferred.

**WORK SCHEDULE**

- This is an unpaid internship position that will work a variable schedule up to 20 hours per week from June 24<sup>th</sup>, 2019 through September 6<sup>th</sup>, 2019.
- Position requires flexibility with a schedule that could change weekly based on need.

**WORK ENVIRONMENT**

Operates in a professional office environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets. Will sit in front of a computer for prolonged periods of time. Able to lift and/or manipulate up to 20 pounds.

**SUPERVISORY RESPONSIBILITY**

This position has no supervisory responsibilities.

**BENEFITS**

This position is not benefits eligible.

**EQUAL EMPLOYMENT OPPORTUNITIES STATEMENT**

Girl Scouts Heart of Michigan provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, ancestry, national origin, gender, sexual orientation, marital status, religion, age, disability, gender identity, results of genetic testing, or service in the military. Equal employment opportunity applies to all terms and conditions of employment, including hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation, and training.

**OTHER DUTIES**

Please note this job description is not designed to cover or contain a comprehensive listing of activities duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

**Signatures**

This job description has been approved by all levels of management:

Supervisor\_\_\_\_\_

HR\_\_\_\_\_

Employee signature below constitutes employee’s understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_ Date\_\_\_\_\_