

**W.E. UPJOHN INSTITUTE FOR EMPLOYMENT RESEARCH  
JOB DESCRIPTION**

**JOB TITLE:**                    **Regional Communications/Visualization Intern**

**SUMMARY OF JOB:**        Provide assistance in data collection, perform quality checks of data, statistical analysis, data visualization and data coaching relative to regional team projects. Confirm results of analyses meet specifications and deliver in a usable fashion. Direction and supervision will be given for the responsibilities provided and the time frame for which they need to be performed.

**NATURE OF DUTIES PERFORMED:**    Receive task specifications and data requirements and communicate with team to resolve questions or issues. With guidance, develop platform for content presentation and visualization. Review results for reasonableness. Assist with integrating material into project reports, presentations and website. Organize and maintain content. Proofread project reports as requested. Perform other duties as assigned to support additional Institute initiatives.

**REPORTING RESPONSIBILITIES:**        Director, Regional Team

**EDUCATION & EXPERIENCE:**        Coursework in the communications, media, graphics, advertising, or related field required. Experience in use of computer packages such as Excel as well as data visualization tools such as PowerPoint, Illustrator, Photoshop, and InDesign preferred.

**TYPE OF POSITION :**        This position is designed as an internship and is time limited in nature, based on the length of needs and resources of the organization.