The W. E. Upjohn Institute for Employment Research
Internship Opportunity

Since 1932, the W.E. Upjohn Institute for Employment Research has functioned as one of the world's leading independent labor economic research organizations, seeking to research the causes and effects of unemployment and methods of alleviating it.

Our Regional and Economic Planning Services group conducts applied quantitative and qualitative research in regional economics for public, private and not-for-profit clients. including publishing regional forecasts and providing insights into regional economies.

The Regional group is seeking a Data Visualization Intern to provide support in creating output-based products that communicate research findings to a broad set of audiences.

Summary of Internship

This position is responsible for data collection, data visualization, and data coaching relative to projects. The incumbent is given direction and supervision for the responsibilities provided and the time frame for which the tasks need to be performed. The Data Visualization Intern works with the data, performs quality checks, reviews the analyses, confirms that the results meet specifications and delivers the results in a useable fashion.

This position is under the supervision and guidance of the Regional and Economic Planning Services Director or designate for project assignments and direction.

Responsibilities and Tasks

Receives task specifications and data requirements from the Regional and Economic Planning Services Director or designate. Communicates to resolve questions or issues.

With guidance, develops platforms for content presentation and visualization. Reviews content for reasonableness. Assists with integrating material into project reports, presentations, and website. Organizes and maintains content. Proofreads project reports.

Perform other duties as assigned to support additional Institute initiatives.

Learning Objectives

- Learn how to develop data visualizations that are client-ready
- Learn how to integrate data into presentations
- Learn how to combine individual data visualizations so that they become part of a final product
- Learn how to read and proof products for dissemination

Necessary Skills and Experience

Coursework in communications, media, graphics, advertising, English, journalism, or related field required. Experience with Microsoft Office Suite products required. Experience with data visualization tools such as PowerPoint, Illustrator, Photoshop, and InDesign preferred.

Length and Schedule of Internship

This is a part-time internship (19 hours per week) that will end no later than August 30th, 2019. Schedule is flexible.

We Will Provide

- Challenging assignments and responsibilities
- Meaningful projects that complement academic programs and/or career interests
- A broad exposure to our organization
- Consistent feedback, supervision and mentoring
- Industry relevance and real-world application
- An encouraging, approachable and welcoming environment

Expected Outcomes

The Data Visualization Intern will help develop final products that take data-based visualizations and combine them into client-ready content, including but not limited to products in PowerPoint, Word, and Excel.

How to Apply

Interested candidates should submit a cover letter, resume and list of references to HR@upjohn.org.