

Research Assistant – College Intern/Volunteer Job Description

Position Summary

The Research Assistant works in a team environment to collect, compile, and analyze statistical data, news articles, scientific journal articles, grant opportunities, and other useful information and helps to produce evaluative reports and exhibits.

Qualifications

- Majoring in Business Management, Finance, Economics, Science, Math, or Science;
- Strong verbal communication skills;
- Strong analytical skills;
- Strong written communication skills;
- The ability to work well in teams;
- Customer service orientation;
- The ability to organize, meet deadlines and to multitask;
- Good problem solving skills.

Duties

- Assists with gathering and compiling information, preparing statistical analyses, and compiling statistical exhibits for use in analytic research and reports;
- Assists with compiling and formatting research data for use in grant proposals;
- Assists with inputting and maintaining relevant (proprietary) databases;
- Coordinates with regular staff and other interns as needed;
- Assists with drafting documents and monitoring news services for relevant industry and analytical information;
- Participates in special projects as assigned;
- Assists with other duties as assigned by immediate supervisor.

Mail resume to:

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Dayton, OH 45402

Email resume to:

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