OVERVIEW:
Campus Election Engagement Project (CEEP) is now hiring interns to assist our Faculty Resources Coordinator. CEEP is a national, nonpartisan project working with colleges and universities to leverage their institutional resources and networks to help their students register to vote, educate themselves on candidates and issues, volunteer in campaigns of their choosing, and show up at the polls. We’ve been working steadily to engage campuses since 2012. In 2018 we provided materials and resources to 439 college campuses with a total enrollment of 4.7 million students.

DESCRIPTION:
The faculty resource intern would work up to 20 hours a week to assist several CEEP staff members in creating civic engagement resources for faculty members to use in their classrooms and help write and analyze data for a faculty academic research project. This position will report to Rachael Houston, our Faculty Resources Coordinator.

HOURS: 20 hrs/week between the hours of 9-4pm EST

DURATION: June 1st - August 30th (flexible)

REQUIREMENTS:
CEEP is seeking candidates who are either currently enrolled or have recently graduated from an educational program.

- Interested in student voting, civic engagement, and faculty engagement in student voting efforts;
- Preferably someone with experience with basic quantitative data analysis, or willing to learn basic quantitative skills;
- Good writing skills, including proofreading and editing documents;
- Independent worker, creative, open to learning new skills;
- Self-starter who takes initiative to develop and implement work plans;
- Access to an electronic device such as a computer or tablet and a stable internet connection is required.

RESPONSIBILITIES:
- Academic research and writing on topics such as campus climate, faculty engagement, and student voting;
- Proofread and edit materials before publication;
- Analyze data using basic statistical tests and describe the findings in statistical terms;
- Aid in writing a report on faculty engagement on campuses from survey data CEEP collected;
- Help build civic engagement resources for faculty members to use in their classroom;
- Help create dialogue activities for faculty around how to talk about contentious issues in the classroom.
CAMPUS ELECTION ENGAGEMENT PROJECT

HOW TO APPLY:
Please complete this application by May 15th. Answer the questions to the best of your abilities and please attach a current resume.