

**Student Affairs Information and Research Office (SAIRO)**  
Undergraduate Research Partnership Initiative (URPI)  
2019-2020 Academic Year

SAIRO is currently recruiting students to participate in a paid internship for the 2019-2020 academic year. This internship is intended to develop and strengthen students' research, assessment, and consulting skills. Interns will be presented an assessment project from UCLA Student Affairs. Working in teams, interns will build an assessment plan and implement a variety of measures intended to answer the target questions; these measures may include large-scale surveys, interviews, and online analytics. The teams will then analyze the results and provide findings, strategies, and recommendations to the department. The internship experience will culminate with students preparing and presenting their report to Student Affairs leadership. Throughout the year, students will have the opportunity to participate in other research and assessment work outside of their target project.

### Examples of past projects

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| Dashew Center<br>Communication<br>Needs Assessment   | Working with the Dashew Center for International Students and Scholars, URPI interns assessed the information needs of UCLA international students and how those needs were being met by the Dashew Center's website and other means of communication. Using survey methods, in-person interviews, and Google Analytics, interns provided the Dashew Center with a report reflecting the ways by which international students interact with the current website, and recommended potential areas of change. |
| Bruin Resource<br>Center Staff<br>Satisfaction Study | URPI interns, in partnership with the Bruin Resource Center, assessed the satisfaction of professional staff and student staff in the BRC. This quantitative assessment used a survey to gather capture the perception of satisfaction amongst staff across several key areas such as leadership, teamwork, and professional development. The project provided the BRC with an aggregate snapshot of staff satisfaction and recommendations to implement within the working environment.                    |

### Intended outcomes

Throughout the program, interns will: (a) learn the foundations of research and assessment; (b) gain familiarity with measures and methods used in assessment; (c) draft professional assessment reports, as well as recommendations for action; and (d) engage in professional development opportunities intended to support their future academic and professional endeavors.

### Key Terms

- Assessment
- Research
- Consulting

### Who should apply?

Students from all backgrounds and all majors are encouraged to apply. You **do not** need to have had previous research experience to participate. Individual members of the research team will conduct research and assessment tasks based on the needs of the specific project(s) they are assigned to, but all URPI interns will receive training in general research and assessment methodology.

Our ideal candidate is someone who is self-motivated and able to work independently, but also works well in a team. Candidates must be able to manage complex problems as they arise. We are particularly interested in applicants who demonstrate a commitment to solving problems in order to improve the student experience.

Students looking to acquire qualitative and/or quantitative research and assessment skills should consider applying. Although students from any major background are welcome to apply, the experience will likely be most applicable to students studying education, public policy, anthropology, and other social science fields. **This internship experience will not prepare you for laboratory or medical research**, but will provide significant quantitative and qualitative foundations for social science and organizational assessment and research.

### Scheduling

All research team members must be able to commit to working between 5-10 hours per week through the academic year. **All team members must be able to commit to training sessions, individual team meetings, and whole-group meetings.** An overview of the projected schedule is below.

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|--|--|
| Introductory training                      | Weekly: Fridays 1:00 pm -3:00 pm<br>Aug 2 – Sep 20 |
| Individual team meetings                   | Weekly through Oct-June                            |
| All-URPI team meetings and training        | Monthly through Oct-June                           |
| Meetings with Student Affairs stakeholders | As needed  |

**Interested students should complete the following application process:**

1. Use the following link to reach the URPI application form: <https://sa.ucla.edu/forms/p/teUya>
2. The online application contains several short-answer questions. Please provide answers of approximately 200-300 words for each (about 2-3 paragraphs). We recommend composing your answers in a Word document before beginning your application, as you will not be able to save your work within the online application. Please make sure that you have thoroughly read the Internship Overview before answering these questions.
  - What skills or experiences do you want to gain from this internship that you do not currently have?
  - Why is this internship experience important to you in terms of your overall career and educational goals?
  - Give an example of a time you faced a challenge when working in a team, and how you overcame it. Tell us how you specifically contributed to the team in this instance.
  - Describe a project in which you had to work independently. Explain the approach you took, and how you organized yourself in order to complete the project.
  - Tell us about a time when something went wrong or did not go as planned in a project. How did you manage the situation?
3. Upload your resume or CV through the online application.

**Materials should be submitted via online application form no later than 5pm on Friday, May 31<sup>st</sup>. Any questions about URPI and the intern selection process should be addressed to Kevin Cleland at [kcleland@saonet.ucla.edu](mailto:kcleland@saonet.ucla.edu) or (310) 825-5868.**

Applicants will be notified about hiring decisions by Monday, June 17<sup>th</sup>.

**APPLY HERE: <https://sa.ucla.edu/forms/p/teUya>**