Latino Heritage Research Intern

Internship Position Description:
The Latino Heritage Research Intern will work with museum staff to research and provide support for curatorial work and upcoming exhibitions that focus predominantly on regional Hispanic and Latino history, art and material culture.

Requested hours per week: 10-12 hours, unpaid

Potential Majors:
History, Communications, Spanish Language, Psychology, Sociology

Possible tasks a research intern might include are:
- Conducting and transcribing interviews
- Recruit, schedule and interact with research participants
- Completing literature, newspaper and document reviews
- Performing administrative duties
- Assisting with field work
- Conduct internet-based and library research
- Perform data entry and other clerical work as required for project completion
- Provide assistance in the design of survey instruments such as questionnaires
- Screen potential subjects to determine their suitability as study participants
- Translate English to/from Spanish text

Qualifications/Skills:
- Currently enrolled in or recently junior or senior with minimum 3.0 GPA
- Strong Spanish language skills preferred
- Must be detail oriented with strong research skills
- Strong communication skills, both written and verbal
- Ability to work both independently with little or no supervision as well as in a team
- Goal oriented with exceptional time management
- Competency in Microsoft Office

To Apply:
Send resume, cover letter, & school schedule to:

James Payne: james@fwwm.org

Reference “Latino Heritage Research” Intern in the subject line.