



Education Under Construction Consulting
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Job Title: Research Assistant - Intern
Department: Business Operations

About Our Company

Education Under Construction Consulting (EUC²) is a new consulting firm in the education industry. EUC² is committed to partnering with stakeholders in the education system by enhancing workplace culture and diversity, and to inspire sound teaching practices through engaging in scholarly research. Our consulting firm offers a variety of services which include custom developed curriculum, training, impartial research development, and diversity awareness.

Salary

This is an unpaid internship

Term of Position

Fall Term

Reports To

The Research Assistant intern will report to the Writing Team and frequent interactions with the CEO and Director of Research and Accountability.

Job Overview

As a Research Assistant, your days will be filled with conducting literature searches for research grants and assisting clients with dissertation and thesis services that we offer. Additionally, this position will be an integral part of the writing team whose focus is on grant writing, lesson plan drafts, writing blogs, and SOP/Business manuals. You may also be asked to analyze and gather data from various sources. Your research will be used in many of EUC² publications and client work.

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www.eucc.llc
www.EUC2Experience.org



Primary Responsibilities and Duties

- Prepare articles, reports, and presentations
- Prepare materials for submission to granting agencies and foundations
- Provide ready access to all experimental data for the faculty researcher and/or supervisor
- Write and contribute to publications
- Collecting and understanding data from publications and scientific journals
- Participate in growth strategies for business by identifying new opportunities
- 25-32 hours per week

Qualifications and/or skills acquired through Internship

- Currently studying or hold a BS/MSs in English, Creative Writing or Journalism (acceptance of any major of study will be consider if there is a strong interest in the position)
- Outgoing and creative
- Excellent editing and research skills
- Excellent interpersonal communication skills
- Devoted to providing high-quality customer service
- Excellent attention to detail

Submission Requirements

- A letter of recommendation from a professor OR academic counselor
- A copy of current unofficial transcripts
- Writing sample in the form of an introductory letter stating: “How your current skills can contribute to the success of the organization” maximum of 250 words