

ON-CAMPUS INTERNSHIP OPPORTUNITY NOTICE

Internship Title: Statistics Internship

Internship Site: Westminster College, Office of Career Services

Site Supervisor: Meg Langland, Director of Career Services

Appropriate Majors: Math, Economics, Accounting, Management Information Systems, Other

Semester: Fall 2011

General Job Description:

The statistics intern will play a major role in summarizing statistics about Office programs. Duties will include summarizing evaluations and organizing the data in charts and graphs.

Qualifications: Competent math skills, creativity, self-motivation, basic computer skills, proficient with Microsoft Excel and Word

Training Provided: Yes

Hours per Week: 5-8

Compensation: Unpaid (unless qualified for work study/college employment)

Application Deadline: August 31, 2011, 5:00 p.m.

Application Materials: Completed Student Employment Application (available at <http://www.westminster-mo.edu/studentlife/career/students>) and resume

Procedure: Once application materials are received, the office will interview candidates

Contact Information:

Name: Kristy Chitwood

Title: Office of Career Services Coordinator

Phone: (573) 592-5381

E-mail: Kristy.Chitwood@westminster-mo.edu

Additional Instructions: Please e-mail application and resume to Kristy at Kristy.Chitwood@westminster-mo.edu.