Norton|Norris
INCORPORATED

Date:

Job Title: Field Research/Assessment Intern

Status: Three-month internship with possibility of extension

Reports to: Assessment Department Account Managers

Position Overview

Norton Norris, Inc. is seeking college students or graduates for a three-month paid internship with our company. The Intern will travel three weeks of each month while completing assignments from the road. When not traveling, the Intern may have projects to complete from the Chicago office.

A minimum full-time three-month commitment is required with the understanding that travel is required the majority of this time. Persons selected for the role will travel across the country and visit selected schools to collect information about the admissions and financial aid processes. Appointments must be scheduled prior to assignments and Interns must be in continuous communication with their project manager before, during and after assignments. Attention to detail, excellent written communication skills, and the ability to travel on 3 to 5 day trips are essential requirements. Additional details and explanations are outlined below and include:

- Travel via car and airplane as assigned
- Complete reports promptly with accuracy and consistency
- Record interviews as needed and upload recordings
- Assist with other research functions as assigned
- Assess through enrollment at selected locations

Personal & Professional Qualifications

- Highly organized with excellent project management skills
- Self-motivated, reliable and able to think on your feet
- Strong interpersonal communication skills
- Strong writing skills (writing sample will be required)
- Ability to recall experiences and provide narrative-based reports
- High level of proficiency in Microsoft Word, Excel, and online documents
- Flexibility to work hours as needed to meet deadlines
- Laptop and smartphone for reporting

- Extensive car and plane travel (Transportation to/from local airports and a valid driver's license is required. Must be at least 21 years old in order to operate rental cars.)

Pay Rate: Each Field Research/Assessment Intern position is compensated at a rate of $160 per work day, paid on a bi-weekly payroll schedule. Airfare, lodging, rental car, and shipping costs while on assignment are covered 100% by the company.

Benefits: Interns and part-time employees are not eligible for employee benefits.