

STUDENT EMPLOYMENT OPPORTUNITIES

SOCIAL SCIENCE RESEARCH CENTER INTERN..... 2

SOCIAL SCIENCE RESEARCH CENTER INTERN

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| TITLE: | SSRC INTERN |
| DEPARTMENT: | SOCIAL SCIENCE RESEARCH CENTER (SSRC) |
| REPORTS TO: | CENTER DIRECTOR |
| CLASSIFICATION: | STUDENT |
| SALARY: | \$17.00 / PER HOUR |
| FLSA STATUS: | NON-EXEMPT |

POSITION SUMMARY:

The goal of the SSRC internship program is to provide students with practical, hands-on experience in a real-world research setting, equipping them with skills and knowledge to contribute to research projects and prepare them for future careers or graduate studies. The overall objectives of the internship program are skill development and contributing to meaningful projects. Under the supervision of the Center Director, SSRC interns will contribute to ongoing research projects and make tangible contributions. The role of the Intern is multi-faceted, balancing learning with contributing to real-world projects. This includes but is not limited to understanding the scope of research projects, conducting literature reviews, programming surveys in Qualtrics, gathering and organizing data, data analysis, and report production.

**Please be aware that funding for this position is awarded through a Grant/Contract over a specified period. Employment for this position beyond current Grant/Contract funding is contingent upon continued funding or new Grant/Contract.*

ESSENTIAL FUNCTIONS:

- Gather and organize data, which may involve conducting surveys or collecting information from various sources.
- Programming surveys in Qualtrics.
- The development of data files in SPSS or Excel.
- Cleaning and preparing data files.
- Coding open-ended data.
- Perform simple descriptive statistics, as well as t-tests and chi-square tests.
- Interpret the results of data that is analyzed.
- Produce tables and graphics depicting analyzed data.
- Assist in report production.
- Proofread final reports.

MINIMUM QUALIFICATIONS:

- Experience using Excel, Microsoft Word, and SPSS.
- Excellent attendance and reliability.
- Must be available to work 8-10 hours a week for one semester.
- Must be available from 10 AM to 3 PM on Fridays. Additional 4-5 hours are flexible.

EDUCATION:

- Must be a current CSUF undergraduate student pursuing a degree in Social Science and in good academic standing
- Must have completed at least one of the following and completed or is currently enrolled in the other:
 - Required research method course for major
 - Required statistics course for major
 - Enrolled in and completed internship courses (like Psych495) for my major during the internship.

APPLICATION PROCEDURE:

To be considered an applicant, you **must** send the following to lgil-trjo@fullerton.edu by 06/12/2026.

- A cover letter directed at SSRC explaining qualification for and interest in the SSRC's program specifically. Cover letters directed at a general audience are not acceptable.
- An updated resume
- A Word or PDF copy of student's most current Titan Degree Audit or transcript
- An attachment with hours of availability to lgil-trejo@fullerton.edu by 06/12/2026.