



“Research Internship” Position Available

Internship available with the California Space Education and Workforce Institute (Pasadena, CA)
Up to 250 hours, \$10.00/hr

Job Description:

- Research and data entry for STEM program inventory (45% of time)
- Generation of CSEWI website content (includes researching and writing about space enterprise industry and interests) (35%)
- Web 2.0/social networking project (15%)
- General clerical tasks as assigned

Requirements:

Strong Internet research skills; strong writing and editing skills; strong MS Office Suite skills; possesses knowledge and ability to utilize web 2.0 social networking sites (e.g. MySpace, Facebook); able and willing to learn about the space enterprise industry.

Website development e.g. .HTML is a strong plus. Demonstrated interest in the space enterprise industry and interests or STEM education also a plus (e.g. work or coursework dealing with the aerospace industry and/or aspects of the U.S. space program, involvement in science, technology, engineering or math projects).

Candidate must be highly-motivated, resourceful, reliable and able to work independently.

Applicants must have a HS Diploma, current college students are preferred.

Availability:

This position may be a full- or part-time position (20 hours minimum a week) starting in early-mid August in our centrally located Pasadena office. We are willing to work with the candidate to define a schedule that will work with both our needs.

To Apply:

Please e-mail a resume and a short writing sample (may be an excerpt from a report) to:

teresa.henderson@csewi.org.

Or call our office @ (626) 440-0565.