

Student Affairs Information and Research Office (SAIRO)
Undergraduate Research Partnership Initiative (URPI)
2018-2019 Academic Year

SAIRO is currently recruiting students to participate in a paid internship for the 2018-19 academic year. This internship is intended to develop and strengthen students' research, assessment, and consulting skills. Interns will be presented a project by a Student Affairs department, who will be acting as a client. Working in teams, interns will build an assessment plan intended to answer the department's research question(s). Interns will determine the best methods and measures to answer the questions; implement these measures; analyze the results; and provide findings, strategies, and recommendations to the departments. The internship experience will culminate with students preparing and presenting a report to the Student Affairs department. Throughout the year, students will have the opportunity to participate in other research and assessment work outside of their target project.

Examples of past projects

Career Center Employer Study	Working with the UCLA Career Center, one URPI team aimed to understand outside employers' relationships with the Career Center and UCLA students. Through phone interviews, URPI interns learned about employers' experiences working with the UCLA Career Center, with the aim of strengthening the campus-employer relationship and understanding how UCLA students fare in the hiring process. The findings of this study were used to recommend changes to the Career Center's current methods of connecting and engaging with employers.
First Year Experience Commuter Study	URPI interns, in partnership with First Year Experience, studied the experiences of first-year commuter students at UCLA. This qualitative study utilized focus groups and phone interviews to gather information on why students chose to commute, and to capture the impact of distance on students' abilities to engage with the UCLA campus. The project provided campus departments with insight and recommendations for change in their outreach and programmatic efforts.

Intended outcomes

Throughout the program, interns will: (a) learn the foundations of research and assessment; (b) gain familiarity with measures and methods used in assessment; (c) understand consultancy practices; (d) draft professional research and assessment reports, as well as recommendations for action; and (e) engage in professional development opportunities intended to support their future academic and professional endeavors.

Who should apply?

Students from all backgrounds and all majors are encouraged to apply. You **do not** need to have had previous research experience to participate. Individual members of the research team will conduct research and assessment tasks based on the needs of the specific project(s) they are assigned to, but all URPI interns will receive training in general research and assessment methodology.

Our ideal candidate is someone who is self-motivated and able to work independently, but also works well in a team. Candidates must be able to manage complex problems as they arise. We are particularly interested in applicants who demonstrate a commitment to solving problems in order to improve the student experience.

Students looking to acquire qualitative and/or quantitative research and assessment skills should consider applying, as should students who are interested in learning about consultancy.

Scheduling

All research team members must be able to commit to working between 5-10 hours per week through the academic year. **All team members must be able to commit to training sessions, individual team meetings, and whole-group meetings.** An overview of the projected schedule is below.

Orientation	Week of Nov 12-16 (date TBD)
Initial meeting with departments	Week of Nov 26-30 (date TBD)
Introductory training	Week of Dec 3-7 (date TBD)
Individual team meetings	Weekly through Jan-June
All-URPI team meetings and training	Weekly through Jan Monthly through Feb-June
Meetings with departments/clients	As needed

Interested students should complete the following application process:

1. Use the following link to reach the URPI application form: <https://sa.ucla.edu/forms/p/AL3rT>
2. The online application contains several short-answer questions. Please provide answers of approximately 200-300 words for each (about 2-3 paragraphs). We recommend composing your answers in a Word document before beginning your application, as you will not be able to save your work within the online application.
 - o Why is this internship experience important to you in terms of your career and educational goals?
 - o How do you see your strengths, skills, and previous experiences contributing to a URPI research team?
 - o Give an example of a time you faced a challenge when working in a team, and how you overcame it. Tell us how you specifically contributed to the team in this instance.
 - o Describe a project you undertook that was self-motivated. Explain the approach you took, and how you organized yourself in order to complete the project successfully.
 - o Tell us about a time when something went wrong or did not go as planned in a project. How did you manage the situation?
3. Upload your resume or CV through the online application.

Materials should be submitted via online application form no later than 5pm on Friday, Oct 12th. Any questions about URPI and the intern selection process should be addressed to Kevin Cleland at kcleland@saonet.ucla.edu or (310) 825-5868.

Applicants will be notified about hiring decisions by Tuesday, October 30th.

APPLY HERE: <https://sa.ucla.edu/forms/p/AL3rT>