

SANTA CLARA COUNTY PROBATION

(ADULT AND JUVENILE DIVISIONS)

INTERN ANNOUNCEMENT FOR THE RESEARCH AND DEVELOPMENT UNIT (RAD)

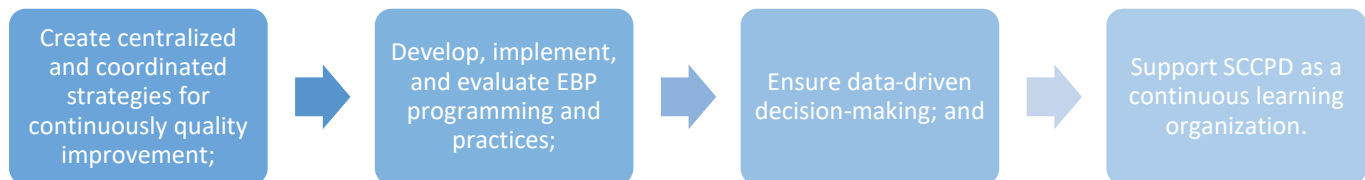
Location: Adult Probation Office, 2314 North First Street, San Jose, CA 95131

Start Date: Effective immediately – please send resume to PRO.RAD@pro.sccgov.org

ABOUT THE RaD UNIT AT PROBATION

The Research and Development (RaD) Team is committed to a centralized strategic collaboration to guide and effectively evaluate and implement evidence-based programming, policies and practices and develop innovative approaches to move the overall Santa Clara County Probation Department forward.

The Research and Development (RaD) Team will support and enhance the department's investment in positive change by:



INTERN DESCRIPTION:

The RaD Unit seeks **research intern** to provide **research support**, including: organizing and verifying data, occasional data entry, proofreading / editing of reports or survey drafts, formatting documents, doing literature and web searches, helping develop evaluation plans, data analysis, participating in qualitative data collection (i.e., interviews and focus groups), attend meetings, and making phone calls. This is a great position to learn about the overall Probation Department and to strengthen your research and evaluation skills.

DESIRED QUALIFICATIONS AND SKILLS

- ✓ **Excellent attention to detail and quality:** We like meticulous people!
- ✓ **Excellent organizational skills:** You have set up or maintained filing systems and are able to create simple systems for monitoring facets of our organization.
- ✓ **Excellent time management skills:** You can maintain a list of tasks, monitor their completion, and report to your project manager(s) when you are finished.
- ✓ **Excellent communication skills:** This position may involve phone or in-person contact with staff and/or clients. You must have professional, cordial, and proactive people skills. Your emails must be 'client-ready' (clear, concise, polite and cheerful).
- ✓ **Data entry:** You have intermediate abilities in Excel (you can set up spreadsheets, create basic formulas, enter data).
- ✓ **Word Processing:** You can create documents, create styles, create graphically-pleasing tables and charts, headers and footers, etc.
- ✓ **A strong work ethic and team mentality:** You have a positive "can do" attitude and willingness to go the extra mile to help colleagues meet their deadlines and keep the office running smoothly and efficiently.
- ✓ **Content knowledge:** You are interested in learning more about probation.