The MIT Libraries is a data-driven organization and is in a pilot project to use the Balanced Scorecard for assessment.

This internship will provide the student with the opportunity to gain experience in evaluating and producing visual data generated by collections, reference and instruction, and user experience, for its value in improving library services and products.

**Key Functions:** Under the supervision of the Assessment Librarian, the intern will apply assessment and basic data analysis skills to locating, compiling, and generating statistical summaries, graphs and visual data representations in a variety of library areas, as well as other duties as needed.

**Required Skills:**

- Extensive understanding of Excel
- Ability to learn new software and web products quickly
- Strong verbal and written communication skills
- Self-motivation
- Flexibility
- Willingness to learn

**Desirable Skills:**

- Comfort with numbers, graphing, and visualizing
- Experience with relational databases
- Familiarity with using wikis

**Schedule:** Dates and hours negotiable. Will likely begin June 2011 and extend through August or possibly December 2011. Approximately 5-10 hours per week depending on project work and availability.

**Hourly Rate:** To be determined

**Contact** Lisa Horowitz, lisah@mit.edu. Provide resume and cover letter that articulates interest in the internship and highlights applicable skills. Please also include availability in terms of dates and hours per week.