**Administration (Research) Intern**

**COMPENSATION: Unpaid**

**DATES: College Semesters (Spring, Summer, and Fall)**

**HOURS: Flexible (generally 8 to 5, M – F) / Not to exceed 12 hours per week (1 Position)**

**JOB SUMMARY:**

The Research Intern is a qualified undergraduate or graduate student (criminal justice, psychology, sociology, or other related field) with an interest in learning about the Police Department as it relates to analysis of various areas within the agency. The intern will assist in compiling, analyzing, and reporting on various resources gained through departmental operations. The position reports to the Administrative Services Lieutenant.

**PRINCIPAL DUTIES AND RESPONSIBILITIES:**

* Gather information from various departmental resources.
* Review source material for given parameters.
* Compile necessary information from existing policies and procedures.
* Analyze compiled information to provide a cohesive product.
* Conduct research as needed on topics provided.
* Perform related duties as assigned.

**MINIMUM REQUIREMENT:**

* Must be receiving academic credit from an accredited college or university.
* High School diploma or GED equivalent.
* Valid Driver’s License.
* Reliable transportation to and from the Police Department.
* Intermediate level of computer knowledge and experience.
* Ability to utilize word processing and data entry programs.
* Ability to work with a high degree of accuracy and strong attention to detail.
* Positive and supportive attitude with people of all backgrounds and abilities.
* Motivated, self-starter who takes the initiative to seek out tasks from staff.
* Commitment to comply with confidentiality requirements and police policies.
* Supportive of the mission of the College Station Police Department.
* Excellent oral and written communication skills.
* Excellent organizational skills.
* Ability to make judgments based upon knowledge of department policies and procedures.