

## ITRR OFFICE POSITION FOR STUDENTS

The Institute for Tourism and Recreation Research (ITRR) at the University of Montana is currently looking for a student to assist with data entry, data coding, and management of survey supplies.

ITRR collects survey data from travelers around the state, and socioeconomic data from visitors to the National Park Service units. This position involves office work essential to this project.

Duties include entering data from surveys into the computer; some coding of survey data; keeping track of how many survey supplies are available for distribution and preparing more survey packets when needed.

Employment during the school year would be approximately 8 to 20 hours per week; summer hours approximately 12 to 20. Schedule is flexible and can be worked out with supervisor, though work hours should fall between 8:00am and 4:00 pm, Mon-Fri. Salary is \$12/hour.

Please send a letter of interest, resume, and 3 professional references to [kara.grau@umontana.edu](mailto:kara.grau@umontana.edu)

If you are eligible for a work study award, please let us know in your letter of interest.