

# GEORGETOWN CHAMBER OF COMMERCE AND INDUSTRY



*“Serving Guyana Through Commerce & Industry Since 1889”*

## **INTERNSHIP** RESEARCH ASSISTANT

### **Description:**

The successful applicant will participate in the design, execution, analysis and evaluation of research projects as contained in the Chamber’s 5 year strategic plan.

### Prerequisites

- Must be a 3rd year registered student of the University of Guyana
- High personal motivation, self-management, and detail-orientation; ability to take responsibility in meeting deadlines and making progress without direct supervision.
- Strong spoken and written communications skills.
- Motivation to engage in and manage a wide range of intellectual and physical work, ranging from preparing mass mailings to analyzing proposed data-collection designs.
- Articulate and tactful communications skills; readiness to meet and work directly with Chamber members/relevant agencies for data collection
- Arrangement and administration of questionnaires
- Coding and entry of data collated.
- Maintenance of accurate files and records, both computerised and manual.

PLEASE ADDRESS APPLICATIONS TO:

**THE EXECUTIVE DIRECTOR**  
**Georgetown Chamber of Commerce & Industry**  
156 Waterloo Street  
Georgetown  
Email: [gtchambe@networksgy.com](mailto:gtchambe@networksgy.com)

**Applications MUST be submitted by February 29, 2012.**