

## COURT MEDIATION RESEARCH ASSISTANT

Northern Virginia Mediation Service (NVMS) offers opportunities for students to perform credit-based internships throughout the year, one of which is the Court Mediation Research Assistant Internship.

The intern will provide much needed assistance in vital areas of our small, grassroots dispute resolution center. We are able to provide accessible and affordable dispute resolution services and education to members of our community by enlisting the time and talent of our staff, interns, and volunteers. Your participation in this internship will help NVMS continue to move forward in accomplishing this goal, while you receive valuable skills.

**Description:** The Court Mediation Research Assistant will be responsible for conducting an inquiry into NVMS's Court Mediation Program (Courts: Fairfax, Arlington, and Loudoun Counties and Fall Church City). The Research Assistant will interview various members of the Court and Mediation communities, collect and analyze qualitative data about the court mediation program, and use the compiled data to develop strategies for improving and expanding the use of mediation in the local courts.

### Responsibilities:

- Design, implement, and synthesize a research study to capture qualitative data about mediation in Fairfax, Arlington, and Loudon Counties and City of Falls Church General District Courts
- Manage mediation case data in Microsoft Access database
- Assist Court Program Coordinator with monthly reports and policy development

### Qualifications:

- Strong verbal and written communications skills
- Familiar with the functions of the Virginia Judicial System
- Experience conducting qualitative research
- Interest in Alternative Dispute Resolution
- Ability to work independently, self-manage, and complete tasks within deadlines
- Positive attitude and flexible
- Have a reliable means of transportation

**Requirements:** This is a more intensive position than NVMS's regular internships as it will require a 9 to 12-month commitment. We will work with your academic program to acquire academic credit for your service. All interns participate in an orientation session and perform a minimum of 160 hours of work to receive internship credit (3-4 credits) and benefits.

**Benefits:** The intern will learn the organizational structure of a non-profit and gain experience conducting an independent research study. The intern will have the opportunity to participate in up to **6 days of professional training** at **NO COST for a value of up to \$2,650.**

### Deadlines for 2012

**Summer: April 2**

**Please submit cover letter and resume via the email address below in a PDF file.**

<b>Contact</b>	<b>Sherri Smith, Court Programs Coordinator</b>	703.865.7272
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