Volunteer Opportunity Description: Data Entry Assistants for Visitor Surveys

Description/Purpose

Assist Marketing Dept. in visitor survey research and analysis. Assistants to help tabulate two surveys: 2014 Visitor Survey and 2014 Readership/Visitor Surveys. May be done in office or from home if volunteer has access to computer and internet. Openings for approximately six assistants for this project.

Responsibilities/Tasks

Enter data from members’ mail-back surveys or general visitor surveys in electronic survey website.

Required Skills

Previous experience with data entry or electronic surveys is a plus. Brief training sessions will be conducted.

Time Commitment and Schedule Details

Opportunities available immediately. Ability to make your own schedule if able to do data entry from off-site/home. Devote approximately 4 hours or more each week. Would like to complete data entry and begin analysis in early November. One-on-one training available if needed or group training/demonstration available.

Benefits/Impact

Volunteers participating in this project provide essential role in analysis of visitor and member experiences, attitudes and impressions of the Arboretum. This research data helps shape future marketing and visitor programs and strategies.

Work Environment:

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<th>Indoors</th>
<th>Lifting</th>
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<tr>
<td>x</td>
<td>Outdoors</td>
<td>x Working individually</td>
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<td>Sitting</td>
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<td>Standing</td>
<td>x Working as part of a team</td>
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How to Apply for this Opportunity

If you are currently an Arboretum Volunteer and would like to apply for this opportunity, please contact the supervisor listed below.

Staff Supervisor & Contact Information

Judy Hohmann
jhohmann@umn.edu
612-301-1260