



## **Research Intern**

### **About The Windquest Group**

The Windquest Group is a Michigan-based, privately held enterprise and investment management firm with diversified projects in technology, manufacturing, clean-tech, hospitality, and nonprofit solutions. Some of our West Michigan based companies include Boxed Water is Better, Neurocore, Reserve Wine & Food, and The Stow Company.

### **Position Description**

Windquest is looking for an analytical student to conduct deep dives into various research topics. The intern will review relevant materials such as articles, opinions, and studies. Selected topics will be thoroughly vetted from all angles, with summaries and recommendation on your findings. The Research Intern will report to the Chief Operating Officer.

### **Duties and Responsibilities**

- Compile information from analyst reports, studies, opinions, articles and third-party research
- Conduct literature reviews
- Shepardize research (you are a research intern candidate, google it)
- Summarize interviews, research, and relevant information
- Manage and respond to project related email
- Attend project meetings
- Prepare progress reports for the Chief Operating Officer
- Prepare articles, reports, and presentations
- Provide administrative support such as copying, scanning, filing and binder creation
- Perform additional responsibilities, as needed

### **Qualifications & Experience**

- Pursuing a Bachelor's or Master's degree in statistics, research, or related field; Junior or Senior in standing preferred
- GPA of 3.5 or higher required
- Superb analytical skills
- Outstanding communication and interpersonal skills
- Excellent writing skills
- Thorough knowledge of research skills
- Entrepreneurial spirit

### **Relevant information**

- Internship starts beginning of February; 15-20 hours a week
- This is a paid internship
- Located downtown Grand Rapids