Graduate Student Assistant

Department Name and Location: Center for Student Professional Development, Student Life Center 2nd Floor

Job Description: The graduate student assistant will participate in the design, execution analysis, and evaluation of the Center for Student Professional Development research and data projects. This position would be ideal for students working towards degrees in Education Policy, Education Leadership and Policy, Economics, Higher Education Administration, Higher Education Administration and Policy, Sociology, and Quantitative Methods. However, any graduate student wanting to learn data management and analysis is welcome.

Responsibilities:
• Handle and protect confidential and sensitive data with integrity.
• Assist in the design and maintenance of online surveys and relational databases
• Assist in the design, execution, and evaluation of research projects; including surveys, focus groups, data integration, and analysis
• Produce data visualizations in Excel or Tableau

Qualifications:
• The graduate assistant must have knowledge of Excel and SPSS and be familiar and comfortable using software to organize large amounts of data, examine properties of variables, manipulate data structures, and conduct basic statistical analysis.
• Capacity to learn new software and research methods under the mentorship of the Data Intelligence Analyst.
• Preferably at least one completed course in statistics in graduate school, but undergraduate statistics courses or experience may be substituted.
• Interest in professional development toward future employment in research and/or data analysis.

Hours Per Week: 10-15
This is a paid, part-time position.