

Data Analytics Coordinator

Student Life & Leadership



Job Description	The Data Analytics Coordinator for Student Life & Leadership in the Carolina Union plays an integral role in the assessment and co-curricular development efforts of the organization. This position will assist in co-curricular assessment of programs offered by the Union; and support the co-construction of strategic plans and measurable goals as they pertain to the continued development of existing and new programs.
Responsibilities	<ul style="list-style-type: none"> • Support large scale campus-wide assessment initiatives through marketing for participant recruitment, data analysis/visualization, and report creation & editing • Assist program evaluation and smaller scale assessment projects through survey creation & dissemination, data analysis/visualization, and outcomes report configuration • Data analysis and visualization in Tableau, SPSS, STATA, and Microsoft Power BI • Constructing, editing, and presenting findings to campus and community partners with Co-Curricular Learning & Assessment Program Coordinator • Complete assigned project to-do lists using project management software • Build and maintain archives for completed and on-going projects • Use time in-between projects for individual professional development that can then be shared with student employee peers and fulltime staff • <i>Other duties as assigned</i>
Requirements	<ul style="list-style-type: none"> • Passion for innovative and data driven story-telling • Ability to independently complete tasks and meet deadlines • Proficient and effective written & oral communication • Must possess an advanced understanding of statistics and/or data analytics • Working knowledge of Adobe Creative Cloud is preferred, but not required • Practical knowledge of STATA, SPSS, or Tableau is preferred
Learning Goals & Competency Development	<p><i>As a result of employment in this position, students will:</i></p> <ul style="list-style-type: none"> • Comprehend the purpose of assessment, evaluation, and research within Higher Education • Understand basic methods for assessing student learning and development • Select appropriate resources & tools for analysis, visualization, and reporting
JobX LEARNING OUTCOMES	Communication; Collaboration & Leadership; Creativity & Problem Solving; Global Perspectives
Available Openings	1
Hours	8-10 hours per week
Hourly Rate	\$9.50

Time Frame	Academic Year 2019-2020
Contact Name	Jared T. Ward
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Work Location	Carolina Union SLL, Suite 2501
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