## 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
- 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
- Other duties as assigned

### Requirements
- 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
**As a result of employment in this position, students will:**
- 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
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<tr>
<th><strong>Time Frame</strong></th>
<th>Academic Year 2019-2020</th>
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<tbody>
<tr>
<td><strong>Contact Name</strong></td>
<td>Jared T. Ward</td>
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<td>919.962.6994</td>
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