

Data Analysis Assistant; Part-time Student Position
Center for Career Development & Academic Exploration
The University of Tennessee, Knoxville

Position Duration: Summer 20xx, beginning after spring classes conclude (some flexibility with start date)

Number of Work Hours per Week: 15-20; Can be hybrid or in-person

Summary:

The Center for Career Development's Data Analysis Assistant will analyze data collected by the career center to find trends among student users and the impact of the center on their career outcomes.

Responsibilities:

- Analyze career outcomes/first destination data to find trends, e.g., impact of GPA or internship on outcome and salary
- Analyze CCDAE student user data and its impact on career outcomes
- Analyze student demographic data to help center better understand its student users and set goals for future usage
- Clean data where necessary
- Create charts, reports and presentations to organize and display the data utilizing Tableau and other technologies; Present data to staff and other constituents
- Work with graphic design assistant to create infographics and other visually appealing pieces
- Assist in the collection of first destination data for Class of 202
- Assist with other assessment projects

Qualifications:

Must be a current UTK student. Prefer majors in business analytics, statistics, or other majors with relevant experience; Helpful to have a course in regression models such as Business Analytics 320 or understanding of R Studio software; High level of skill with Excel and ability to learn other technologies such as Handshake and 12Twenty; Demonstrated organizational and leadership skills; Strong interpersonal and communication skills are essential as is the ability to work independently and meet deadlines.

To Apply: Submit a resume and cover letter to contact info

Application deadline: May 2, 20xx

Salary: \$10.00/hour

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