

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

Position Duration: Summer 20xx, beginning June 1st (some flexibility with start date)

Number of Work Hours per Week: Approximately 20; Can be a hybrid of in-person and remote work

Summary:

The Center for Career Development Data Analysis Assistant will analyze data collected by the CCDAE 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 CCD 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 20xx
- Assist with other assessment projects

Skills:

Through these responsibilities the Data Analysis Assistant will gain career competencies including:

Critical Thinking – Choose methods of data analysis, find trends in data, analyze anomalies, and make recommendations

Communication – Arthur reports summarizing data and present data to staff

Equity and Inclusion – Analyze data and report on trends related to career outcomes and students from diverse backgrounds

Leadership – Plan, manage, and evaluate data projects making recommendations for change; Utilize knowledge and connections to complete task with confidence

Technology – Utilize multiple systems and software to analyze and display data

Teamwork – Work with CCDAE staff in a variety of functional areas

Career and Self-Development – Gain relevant experience and learn how to articulate experience to future employers

Professionalism – Hone the ability to work independently and manage 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 [contactinfo](#)

Application deadline: April 30, 20xx

Salary: \$12.00/hour