

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

**Position Duration:** Summer 2019, beginning May 20<sup>th</sup> (some flexibility with start date)

**Number of Work Hours per Week:** 10-15

**Summary:**

The Center for Career Development Data Analysis Assistant will analyze data collected by the CCD 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 needs assessment results by college, classification and student demographics to find trends and make recommendations to staff
- 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 2019
- Assist with other assessment projects

**Skills:**

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

**Critical Thinking/Problem Solving** – Choose methods of data analysis, find trends in data, and make recommendations

**Oral/Written Communications** – Author reports summarizing data and present data to staff

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

**Teamwork/Collaboration** – Work with CCD staff in a variety of functional areas

**Career Management** – Gain relevant experience and learn how to articulate experience to future employers

**Professionalism/Work Ethic** – 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; Minimum 2.8 GPA; High level of skill with Excel and ability to learn other technologies such as Handshake and 12Twenty; Familiarity with Tableau; 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 [smkit@utk.edu](mailto:smkit@utk.edu)

**Application deadline:** April 15, 2019

**Salary:** \$9.00/hour