15-HOUR GRADUATE ASSISTANT POSITION (Data Collection)

Position will work with an Institutional Reporting, Research and Information Systems team member to provide reports for the Graduate School.

**Purpose of Position:**
Short-term, project-based assignment. The Graduate School and Institutional Reporting, Research and Information Systems seek a collaborative, organized, methodical, and detail-oriented individual with experience working with and compiling data. Applicants should be able to gather and organize data to create reports in Excel for the Graduate School with assistance from IRRIS.

**Essential Functions:**
Ability to collect, clean, merge, document, and organize data. Learn and navigate institutional resources to locate needed information. Facilitate the accurate collection and reporting of data throughout the research study. Create and maintain documentation related to data collection and methodology. Work with existing protocols, business rules, and data systems to support the integration of institutional knowledge.

**Required Qualifications:**
- Extensive experience with Microsoft Excel and familiarity with gathering, organizing, and analyzing institutional data.
- Status as a graduate student enrolled in at least 9 hours per long semester

**Preferred Qualifications include:**
- Experience with SPSS, SAS, or other statistical software package.

**Terms of Employment:**
- Short-term, project-based. Terminates on unknown date.
- Hourly position (approximately 15 hours/week) at an expected rate of $15 an hour
- Hours are expected to be completed during Graduate School operating hours (8 a.m. - 5 p.m.)