Center for Academic Success

Data Analyst Graduate Assistantship

Position Summary:
The Data Analyst Graduate Assistant will work on projects related to academic success data, including both institutional and department level data. The Data Analyst GA’s primary responsibilities will include performing detailed data analysis, identifying trends, and assisting with reporting. The Data Analyst will report to the Assessment Manager.

Conditions of Employment:
- Complete 20 hours of work per week
- Term appointment is for the current academic year, for 9 months (August – May)
- Appointment is based on performance and is renewable upon re-application, evaluation and consent of the Assessment Manager
- Maintain a minimum cumulative and semester GPA of 3.0
- Maintain full-time enrollment in graduate school

Job Duties:
- Collect, prepare, and manage data from multiple data sources
- Conduct statistical analysis using statistical software
- Identify, analyze, and interpret trends or patterns in datasets
- Provide administrative team with key data findings and offer recommendations for data implications
- Prepare reports, data visualizations and dashboards using tools such as Excel and Tableau
- Work with various staff members to understand the data and data priorities
- Participate in meetings related to institutional and unit level academic success data
- Maintain the integrity, continuity, accuracy, and confidentiality of data to the standards of the department and university

Qualifications:
- Proven work or academic experience as a data analyst
- Strong analytical skills with the ability to collect, organize, analyze and disseminate significant amounts of information and reports with attention to detail and accuracy
- Ability to communicate professionally and effectively with supervisor, staff and faculty
- Strong problem solving skills and critical thinking when working with data sets

To apply please submit a resume and a cover letter electronically to:
(In your cover letter please specifically address how your experiences will meet the needs of the job)
Christina M. Coover, Assessment Manager -- ccoove1@lsu.edu