

### **Data Analyst Intern – Fall 2017**

Description: The Data Analyst will provide reports on data collected for general business purposes, internal reporting, and research projects related to the Learning Centers' services. The Data Analyst will report to the Senior Director of the Learning Centers and collaborate with other directors and Learning Center personnel as needed. The Data Analyst is responsible for gathering, cleaning, and analyzing data collected through the Learning Centers' data management system, paper surveys, electronic surveys, and other sources when applicable. The Data Analyst will also support the writing of reports by providing summaries and explanations of the analyses conducted. In addition, the data analyst will consult on new assessment measures and grant proposals when applicable. Data entry support will be provided. The Data Analyst is expected to work with a significant degree of independence once a project is designed, discussed, and detailed feedback is provided. The planning process for each project will involve team meetings and collaborations amongst Learning Center personnel, but the execution of the analyses will be conducted with significant independence.

Location: This position can work from any of the four Learning Centers on the New Brunswick campus (Loree 124, SERC 106, Tillett 111, AB 1125)

Start Date: September 6, 2017

Hours: 7-10 hrs/week (Flexible)

#### Responsibilities:

- Provide reports on data collected for general business purposes, internal reporting, and research projects related to the Learning Centers' services.
- Report to the Senior Director of the Learning Centers and collaborate with other directors and Learning Center personnel as needed.
- Gather, clean, and analyze data collected through the Learning Centers' data management system, paper surveys, electronic surveys, and other sources when applicable. T
- Support the writing of reports by providing summaries and explanations of the analyses conducted.
- Consult on new assessment measures and grant proposals when applicable.

#### Qualifications/Requirements:

- CITI certification completed before start date or within one week of start date
- 3.5 or higher GPA in educational statistics and measurement, statistics, or related field

- Experience working with NVivo, SPSS, Qualtrics, and other Rutgers-licensed software is preferred
- Demonstrated successful work in previous data analysis projects

Major: Educational Statistics and Measurement, Statistics, Psychometrics, or other related field

Additional Information:

- Candidates are encouraged to seek college credit
- This is an unpaid internship

To apply: Submit a resume and cover letter on our website at [rlc.rutgers.edu/intern](http://rlc.rutgers.edu/intern)

Contact: Stacey Blackwell

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Application Deadline: September 1, 2017