

***Purdue Online – College of Engineering
Graduate Student Assistant Position (PROF)***

Purdue Online-College of Engineering seeks a graduate student to create and manage data reports focusing on the credit graduate program (Interdisciplinary Master's degree).

Duties will include, but not limited to:

- Enrollment reporting
 - Regular (daily) current semester Purdue Online/College of Engr course enrollments
 - Provide weekly updates to historical and current enrollments, identify trends, and analyze patterns.
- Active Student Reports
- Reports on graduates, alumni - interfacing with data reporting from the Center for Career Opportunities and Graduate School.
- Work with i+data (formerly OIRAE) staff to reconcile data reports
- Course, program and student services assessments
- Familiarity with Salesforce desired but not required
- Other duties as assigned

Qualifications / Required Skills:

- Pursuing an engineering graduate degree
- **Expected graduation May 2021 or later** (later is preferred)
- Extensive experience with databases, in particular Oracle and SQL
- Data analysis skills
- Familiarity with Cognos and Tableau strongly preferred
- Experience with web applications
- Strong organizational skills
- Excellent communication skills (writing, speaking, and listening)
- Self-motivated
- Understanding of academic degree programs
- Able to work independently as well as with a team and a diverse group of individuals

Specific working hours will be set in consultation with the student, but expected to typically have working hours each weekday.

This position is to begin as soon as possible and continue through next spring (Spring 2021). Further continuation is contingent upon continued needs and the student's performance.

****Must handle confidential information with discretion. This position has zero tolerance for disclosure of information. Unauthorized disclosure of information results in immediate termination.****

Compensation: Compensation for the position is at the annual rate (12 mo) of \$2100 as a half-time (.5) appointment plus tuition remission when applicable. Actual salary received will be pro-rated based upon start date.

Anticipated Start: As soon as possible.

Application: Please send letter of application, resume and a list of 3 professional references (local preferred; may be professors or previous supervisors) by October 20, 2020, to Rita Burrell (burrelr@purdue.edu), Executive Director, Purdue Online – Engineering.
