Seeking Applicants for Graduate Student Assistant
To Work on Graduate Data Reporting

Title: Graduate Student Assistant
Department: College of Engineering Graduate Education

Position Description:

This position will play a key role in developing graduate level data reports. Duties could include:
- running queries from university student information systems,
- manipulating and cleaning data sets,
- creating reports in Excel or in online platforms like Tableau or similar
- manually inputting data from external sources
- online research such as finding contact information for program participants, alumni, etc.
- assisting with reporting functionality in the Engineering Graduate Student Database

The position reports to the Senior Director of Graduate Programs and works closely with the College of Engineering data team. The initial term will begin as soon as possible and continue through Spring 2022 with continuation expected pending funding and the student's performance.

Qualifications / Required Skills:
- Pursuing an engineering graduate degree in a program eligible to hold an assistantship (Ineligible program include online and professional master's.)
- Expected graduation May 2022 or later (later is preferred)
- Very high proficiency in Excel, including pivot tables, graphs, etc.
- Experience running database queries and decoding/manipulating data sets; familiarity with tools such as tableau is a plus
- Ability to translate raw data into meaningful reports
- Experience in Python, SQL, and/or Oracle databases may be beneficial
- Strong organizational skills and attention to detail
- Excellent communication skills (writing, speaking, and listening)
- Self-motivated
- Able to work independently as well as with a team and a diverse group of individuals
- Able to handle confidential information with discretion. This position has zero tolerance for disclosure of information. Any unauthorized disclosure will result in immediate termination.

Anticipated Start: Fall 2021

Compensation: Compensation for the position is at the annual rate of $24,000/yr, plus tuition remission. Actual salary received will be pro-rated based upon start date.

To Apply: Please send a cover letter and resume to Stefanie Porter (porte150@purdue.edu) by July 23, 2021. Include details of past data-related experiences relevant to this position.