

# 1/2-TIME GRADUATE ASSISTANT

## Summer 2024 Data Analyst

### Position Summary:

The Purdue College of Education is seeking a ½-time A/P graduate **Administrative Data Analyst to start May 2024 and work through June 2024**. This position will work closely with the **College of Education Curriculum Committee** to provide technical support for curriculum workflows & processes and develop interactive data collection forms using **Qualtrics**.

### Knowledge, Skills, Abilities:

Excellent communication and organizational skills are required for this position. A commitment of 2 months during the summer of 2024 is required. The ability to plan and prioritize daily workload to meet deadlines and attention to detail required. Education and/or work experience with the following is required: online survey system such as **Qualtrics**; mapping and storyboarding of survey workflow; data collection and data export experience; data analysis, common data file formats such as Excel and CSV. A working knowledge of Qualtrics blocks, survey flows, skip logic, and display logic is strongly preferred. Mastery of Microsoft Office productivity software such as Microsoft Excel, Word and PowerPoint required. Ability to work effectively with a wide range of users and respondents required. Ability to provide clear, simple, and concise written instructions and documentation to users required.

### Responsibilities:

- **80% - Develop Qualtrics Data Collection Forms:** Perform needs analysis with College of Education Curriculum Committee members to identify, document, and design survey forms related to curriculum changes and course proposals. Evaluate existing committee workflow diagrams & word documents, translating them into survey flows within **Qualtrics**. Apply in-depth knowledge of survey reporting to ensure that collected data can be extracted and meets committee and program needs. Create email notification triggers to deliver results to respondents and committee members. Ensure committee members will have ongoing access to data.
- **10% - Testing:** Conduct thorough testing of surveys developed. Locate testers and solicit feedback. Carefully document changes that testers propose and implement changes. Report changes back to the committee.
- **10% - Progress Reporting:** Meet members of the committee and provide thorough updates on progress, receive feedback, and carefully document feedback for ongoing iterative work. Document progress in the committee's shared document repository.

**Send résumé, contact information for two references and a description of experience related to the position via email to:**

Dr. Jasmine Beigeske, College of Education, [beigeske@purdue.edu](mailto:beigeske@purdue.edu)