Arizona State University

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09-Sep-2024
AI Data Analyst (FWS Eligible)
Student Worker IV
104418BR

Job Description

The Mastercard Foundation Research and Knowledge Management teams are seeking two detail-oriented individuals to join our mission of advancing enabling young people in Africa and in Indigenous communities in Canada to access dignified and fulfilling work. We want a world where young people are included and are thriving and their leadership and contributions matter. As part of our team, you'll contribute to developing AI-driven applications by evaluating and categorizing qualitative data, enhancing the performance of AI chatbots and improving search engine optimization.

We're looking for individuals who are adept at analyzing documents, identifying themes, and summarizing content. If you have a knack for finding patterns and making sense of qualitative data, this role is perfect for you!

Skills you will learn in this role:

- Learn basics of AI, work with AI-driven applications, and analyze qualitative data
- Contribute to initiatives that support young people in Africa and Indigenous communities in Canada
- Cleansing data, improving data quality, and conducting quality assurance
- Enhancing AI chatbot performance and improving search engine optimization (SEO)
- Collaborating with development teams to improve AI applications

Student Recruitment Type	**Campus/Location**
Student Hire Hourly	Campus: Tempe
Department Name	**Full-Time/Part-Time**
AI Acceleration	Part-Time
VP Code	**Scope of Search**
ASU Enterprise Technology	Open

Grant Funded Position

This is a grant funded position. Continuation is contingent on future grant funding.

Salary Range	**Close Date**
$25.00 per hour	16-September-2024

Essential Duties

- Review Foundation reports, learning briefs, and research outputs to classify, tag, and manage library used for AI chatbots
- Evaluate and analyze documents to extract themes, topics, and metadata.
- Cleanse data, improve quality, and conduct QA on knowledge assets
- Summarize document contents for better AI chatbot and SEO performance.
- Collaborate with the development team to improve AI applications.
- Assist in categorizing qualitative data to inform AI models.
- Create detailed reports and summaries based on document analysis.

Minimum Qualifications

This classification is limited to teaching/research aide type work or those positions requiring highly specialized skills and/or technical knowledge.

Desired Qualifications

- Strong attention to detail and analytical skills.

- Ability to identify and categorize qualitative/categorical data.
- Experience with document analysis and summarization.
- Good communication skills for reporting findings.
- Interest in AI and technology is a plus, but not required.
- Demonstrating strong attention to detail, analytical skills, and effective communication.

Working Environment

- Primarily remote with option to work on campus at Tempe ASU Campus
- Monday through Friday, 8:00am – 5:00pm
- 20 hours per week, flexible based on class schedule

Department Statement

Enterprise Technology (ET) embraces its role as both an enabler and catalyst for advancing the vision and work of the New American University. We are a values-driven organization. Our commitments are reflected in all of the work we do in pursuit of operational excellence, the experience and delight of our community, and our strategic and innovation initiatives. Applicants must be eligible to work in the United States. **Join the team that sparks human-centered innovation.**

ET is a rapidly reconfigurable and entrepreneurial organization at ASU that prioritizes and executes to meet the needs of our community of learners, faculty, researchers and staff. Our work emphasizes autonomy, flexibility and distributed decision-making to leverage the strengths of individuals. Together, we embrace a culture that nurtures, engages and embraces diverse voices with a shared lens of positive community impact and expanded opportunities for collaboration.

ASU Statement

Arizona State University is a new model for American higher education, an unprecedented combination of academic excellence, entrepreneurial energy and broad access. This New American University is a single, unified institution comprising four differentiated campuses positively impacting the economic, social, cultural and environmental health of the communities it serves. Its research is inspired by real world application blurring the boundaries that traditionally separate academic disciplines. ASU serves more than 100,000 students in metropolitan Phoenix, Arizona, the nation's fifth largest city. ASU champions intellectual and cultural diversity, and welcomes students from all fifty states and more than one hundred nations across the globe.

ASU is a tobacco-free university. For details visit https://wellness.asu.edu/explore-wellness/body/alcohol-and-drugs/tobacco

Arizona State University is a VEVRAA Federal Contractor and an Equal Opportunity/Affirmative Action Employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity, national origin, disability, protected veteran status, or any other basis protected by law.

Notice of Availability of the ASU Annual Security and Fire Safety Report
In compliance with federal law, ASU prepares an annual report on campus security and fire safety programs and resources. ASU's Annual Security and Fire Safety Report is available online at https://www.asu.edu/police/PDFs/ASU-Clery-Report.pdf. You may request a hard copy of the report by contacting the ASU PD at 480-965-3456.

Relocation Assistance – For information about schools, housing child resources, neighborhoods, hospitals, community events, and taxes, visit https://cfo.asu.edu/az-resources.

Instructions to Apply

Application deadline is 3:00PM Arizona time on the date indicated.

Please include all employment information in month/year format (e.g., 6/88 to 8/94), job title, job duties and name of employer for each position.

Resume should clearly illustrate how prior knowledge and experience meets the Minimum and Desired qualifications of this position.

ASU does not pay for travel expenses associated with interviews, unless otherwise indicated.

Only electronic applications are accepted for this position.

IMPORTANT NOTE: What is the meaning of "equivalent combination" in the minimum qualifications? It means one year of higher education or 24 credit hours, is equal to one year of experience. For example, a four year Bachelor's degree is equal to four years of experience.

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