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09-Oct-2024

Data Analyst

Student Worker IV

105219BR

Job Description

The Data Analyst, working under the supervision of the department director, will work on illustration of data, creating dashboards and maps. This is a part-time position (10-20 hours per week), during academic semesters.

Student Recruitment Type

Student Hire Hourly

Campus/Location

Campus: Downtown Phoenix

Department Name

STIR

Full-Time/Part-Time

Part-Time

VP Code

VP/EXEC VICE PROV DPC

Scope of Search

Open

Grant Funded Position

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

Salary Range

\$17.40 per hour

Close Date

12-October-2024

Essential Duties

Preparation, validation, and restructuring of quantitative data into a usable format.
Creation of tabular summations of descriptive statistics from various types of data.
Preparation of written documentation and management of data storage.
Analysis of information gathered, interpreting and presenting data for written reports.

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

Demonstrated working knowledge of Microsoft Office programs such as Outlook, Word, with a strong emphasis on use of Excel.

Knowledge of descriptive statistics and previous enrollment in statistic(s) courses.

Demonstrated knowledge of research methods, data collection, data entry, data proofing, and analyses; the ability to use statistical software.

Experience in exercising critical thinking skills.

Experience working as part of a group and independently on assigned tasks.

Evidence of effective written and verbal communication skills.

Working Environment

Activities are generally performed in an environmentally controlled office setting, requiring extended periods of sitting, keyboarding, and manipulating a computer mouse.

Regular activities require ability to quickly change priorities.

Use of calculator, telephone, computer (monitor, keyboard and mouse), printer, fax, and copier.

Department Statement

The Watts College of Public Service embraces students and faculty dedicated to rigorous education and research in the service of social and economic change. Areas of expertise include: improving the quality of life for individuals and families from all backgrounds; innovative approaches to public management; and non-profit leadership and organizational effectiveness. We partner with that intent on addressing critical social issues and are confident that Phoenix and the State of Arizona can be exemplars for the future.

The School of Social Work is part of the College of Public Programs located at the Downtown Phoenix Campus. The purpose of the School of Social Work is to prepare professional social work practitioners who are committed to the enhancement of individual, family and group problem-solving capacities, and the creation of a more nurturing, just, and humane social environment

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.

Apply to job

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