Position Title: Senior Survey Analyst
Hourly Rate: $7.75
Department: Liberal Arts in Practice Center
Supervisor: Director of Career Development
Work Location: Liberal Arts in Practice Center
Account Number: 01-40325-00000-00000-xxxxx

Do multiple individuals hold this position at one time? ☒ Yes  ☐ No

Number of positions available: 1

Work Schedule
A student in this position can expect to work 2 - 3 hours per day, 5 - 10 hours per week.
The student will work ☒ Monday thru Friday ☐ Saturday ☐ Sunday ☐ any day of the week.
Hours are available during the following times of the day: 8 am - 5 pm.

Department/Position Overview
The Liberal Arts in Practice Center seeks an intern to assist in distributing, analyzing, and reporting the Senior Survey for the Class of 2014. The intern will have the opportunity to distribute the Senior Survey via Survey Monkey, as well as reach out to graduated seniors via phone, email, and social media to ensure a minimum 65% knowledge rate (response rate). After the data collection, the intern will code the occupational data for inclusion in the Symplicity and Raiser’s Edge databases, as well as analyze employment and graduate school trends in the graduating class. Finally, the intern will draft a report regarding the survey results, for distribution to internal partners such as Development, Academic Affairs, and Admissions.

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☐ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☐ Run errands on and/or off campus, including campus mail pick-up and delivery
☐ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Survey Monkey or confidence to learn an online survey platform**

- Familiarity with specific equipment, listed here:

- Completion of coursework or training, prior experience, and/or specific certifications, listed here: **Experience analyzing data (required), coursework in statistics from mathematics, sciences, or social sciences (preferred)**