

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 and dashboards 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 Summer or Fall 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 2024 or later. **Students graduating prior to May 2024 are not eligible.**
- 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
- Proficiency with Python, preferably pandas and numpy libraries
- Familiarity with 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.

Compensation: Compensation for the position will be at a rate typical for the student's home department.

To Apply: Please submit an application and resume by **April 11, 2022** at the following link: https://purdue.ca1.qualtrics.com/jfe/form/SV_3rrJgR2dlFHq15s Questions may be emailed to Dr. Janet Beagle, Sr. Director of Graduate Programs, jbeagle@purdue.edu.