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## Position Description

<b>POSITION TITLE:</b>	<b>SURVEY ANALYST INTERN</b>
<b>EMPLOYEE:</b>	One position available – this is a paid position in the Division of Student Affairs for a student interested in working with survey data results.
<b>SUPERVISOR POSITION:</b>	<b>Director of Planning and Assessment, Division of Student Affairs</b>
<b>APPLICATION DEADLINE:</b>	N/A
<b>CLASSIFICATION/SALARY:</b>	<b>Student Employment; Hourly; 15 hours a week, \$12.00 hourly.</b> Start date is as soon as possible.
<b>POSITION SUMMARY:</b>	Student will review and clean data from various student outcome surveys. Student should have intermediate knowledge with Excel and comfort in working with large spreadsheets. Student must be able to document their process in detail.
<b>EDUCATION:</b>	Must be a full-time undergraduate at UofL working toward a degree (part-time for graduate students) with a 2.75 minimum GPA.
<b>SOFTWARE:</b>	Ability to manage multiple Excel spreadsheets simultaneously is required. Use of MS Teams and CardBox. Preferred knowledge and experience in data visualization techniques and best practices; creating data visualization dashboards; coding language such as SAS, R, or Python.
<b>DUTIES:</b>	<ul style="list-style-type: none"><li>• Transform raw survey data into polished datasets.</li><li>• Communicate with director to understand the requirements and protocols for each survey project.</li><li>• Review responses to survey questions and clean, merge, subset, transform, organize, and format the data so that they are ready for analysis.</li><li>• Establish and document the definitions used in cleaning data.</li><li>• Ensure responses are standardized and reported consistently throughout the results (i.e. UPS vs. United Parcel Service)</li><li>• Use search engines to clarify responses such as job titles, acronyms, and ensure data is reported accurately and consistently.</li><li>• Follow all policies and regulations in working with confidential data; saving, and backing up.</li><li>• May also support the visualization of survey data.</li></ul>
<b>REQUIREMENTS:</b>	<ul style="list-style-type: none"><li>• Intermediate knowledge of Excel.</li><li>• Excellent analytical, logical, and critical thinking skills.</li><li>• Extreme attention to detail and quality of product.</li><li>• Ability to work independently and carefully while meeting deadlines.</li><li>• Has strong analytical, problem-solving, and decision-making capabilities.</li><li>• Ability to understand the scope of a project while working on a singular aspect.</li><li>• Ability to make strategic decisions based on the goal of the project.</li><li>• Ability to ask questions and seek clarification when needed.</li></ul>