



Graduate Assistant Job Posting

Employing Office	Assessment, Accreditation and Analytics, College of Education and Human Development
Job Title	Graduate Assistant for Data and Learning Analytics
Type of Graduate Assistant Position (RAII, RAI, TI, TA)	RAII
Number of Vacancies for this Position	1
Hours per Week (per vacancy)	20
Term	Academic Year
Eligible Program Applicants (Applicants will preferably be from one of the following graduate programs)	Master or Doctorate in Education (any) Master in Higher Education Master in College Student Personnel Master in Clinical Mental Health Counseling or School Counseling Doctorate in Leadership Studies Master of Science in Applied Statistics Master of Science in Analytics Master of Science in Data Science Master of Science in Computer Science Master of Arts in Psychology Master of Arts in Applied Demography Doctorate in Statistics Statistics Business Data Science Psychology Sociology
Qualifications/Preferred Skills	<ul style="list-style-type: none">• Previous experience in data visualization with business intelligence software.• Use data to analyze and improve student learning, curriculum, and program improvement.• Experience with SQL, R, Python, database management, and business intelligence software.• Experience with Excel. Familiarity with SPSS, NVivo or

similar software.

- Knowledge of and experience in statistics and data analysis.
- Ability to multi-task, take directions, and focus on very detailed work is an essential skill.
- Experience with independent research and strong writing skills.
- Administrative and organizational skills. Problem solving skills (creativity).
- Collaboration, demonstrate initiative and willingness to learn.

Position Description

- Project development and testing including Power BI reports, statistical analysis, and user experience using SQL, R, Python.
- Work with multiple data sets (prepare data files for analysis, including standardization, enhancements, and editing).
- Data collection and analysis using Qualtrics, Excel, SPSS, STATA, and NVivo software.
- Collection, analysis, and reporting of assessment and learning outcomes data.
- Document workflows and develop user guides.
- Provide support for the Office of Assessment, Accreditation & Analytics.

Application Process:

Applicants wishing to apply for this Graduate Assistant position must: 1) be admitted or accepted for admission as a full-time student in a graduate program at BGSU; and 2) remain in academic good standing to maintain the position.

Required application materials

Resume, 2 letters of recommendation (at least one from an employer) and a cover letter.

Send application materials to

mcarden@bgsu.edu

Application Due Date

May 2, 2025

Number of Vacancies for this Position

1