



CAREER CENTER

The University of Alabama at Birmingham

Job Title: Data Analysis Assistant

The UAB Career Center Data Analysis Assistant will analyze data collected by the UAB Career Center to find trends among student users and the center's impact on their career outcomes.

Data Analysis Assistant responsibilities include:

- Analyze career outcomes/first destination data to find trends, e.g., the impact of GPA or internship on outcome and salary
- Analyze career center student user data and its effect on career outcomes
- Analyze student demographic data to help the center better understand its student users and set goals for future usage
- Clean data where necessary
- Create charts, reports, and presentations to organize and display the data utilizing Tableau and other technologies; Present data to staff and other constituents
- Work with graphic design assistant to create infographics and other visually appealing pieces
- Assist in the collection of first destination data for the Class of 2022
- Assist with other assessment projects

Career competencies or skills you will gain as a Data Analysis Assistant include:

Critical Thinking

- Choose methods of data analysis, find trends in data, analyze anomalies, and make recommendations

Communication

- Arthur reports summarizing data and presenting data to staff

Equity and Inclusion

- Analyze data and report on trends related to career outcomes and students from diverse backgrounds

Leadership

- Plan, manage, and evaluate data projects making recommendations for change; Utilize knowledge and connections to complete the task with confidence

Technology

- Utilize multiple systems and software to analyze and display data

Teamwork

- Work with UAB Career Center staff in a variety of functional areas

Career and Self-Development

- Gain relevant experience and learn how to articulate expertise to future employers

Professionalism

- Hone the ability to work independently and manage projects Support development of the website and online resources/communication
- Gain Center for UAB Career Center social media/marketing experience

Qualifications:

- Desire to become knowledgeable and proficient in department resources and services
- Strong written, verbal, and customer service skills
- Creativity, work ethic, initiative, and productivity with minimal supervision
- Minimum GPA of 2.75