

University of Northern Iowa

Academic Learning Center

Position Title: Data Analyst (Math and Science Services)

Reports to: Latricia Hylton, Math Coordinator

Latricia.Hylton@uni.edu

319-273-2361

Terms of Employment:

- For the fall semester: 20 hours per week for a full GA, or 10 hours per week for a half GA, beginning August 21, 2017 and ending December 15, 2017. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week for a full GA, or 10 hours per week for a half GA, beginning January 8, 2018 and ending May 4, 2018. Does not include the week of Spring Break.
- Specific work schedules to be arranged.

Compensation:

- The salary for a full-time assistantship is \$5,120 per semester. Half assistantship is \$2,560 per semester.
- Salary is prorated on a weekly basis for late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures:
<http://www.grad.uni.edu/assistantships/>

Position Description:

Assist Math and Science Services Coordinator with evaluation and assessment of the SI Program, specialty workshops and presentations, appointment and walk-in tutoring services, and professional development of staff. This includes improving current assessment and evaluation instruments; developing new assessment and evaluation instruments; assist in developing an efficient process/plan for program assessment and evaluation; develop reporting documents; distribute and/or administer evaluation instruments according to pre-determined dates in the assessment plans; collect and analyze usage data associated with all services offered through Math and Science Services, and prepare and submit reports to the Math Coordinator.

Qualifications:

- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credits each semester of assistantship.

- Maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
- B.A. degree in Mathematics, Psychology, Industrial Mathematics (PSM), Management Information System or related field.
- Solid background in statistics and research required.
- Experience managing large volumes of data and utilizing statistical software(s) in data analysis is required.

Application Process and Deadline: To apply email a copy of your completed Application Form for Graduate Assistantship, your resume with the contact information of three references, an unofficial transcript, and your fall 2017 course schedule to Latricia Hylton at Latricia.Hylton@uni.edu. The Application Form for Graduate Assistantship is available at <https://www.grad.uni.edu/assistantships>.

Applications received by Thursday, March 23, 2017 at 5:00 PM will be given preferential consideration.