



Data Analyst Graduate Assistantship Job Description

Position Summary:

The Data Analyst Graduate Assistant will manage projects related to academic success data, including both institutional level data and Center for Academic Success specific data. The Data Analyst Graduate Assistant's primary responsibilities will include performing detailed data cleaning, normalizing, and analysis, identifying trends, and assisting with reporting. The Data Analyst will report to the Associate Director for Planning and Assessment and work closely with the Director for Academic Engagement and Achievement.

Conditions of Employment:

- Complete 20 hours of work per week
- Term appointment is for the current academic year, 9 months (August – May)
- Appointment is based on performance and is renewable upon re-application, evaluation, and consent of the Associate Director for Planning and Assessment.
- Maintain a minimum cumulative and semester GPA of 3.0
- Maintain full-time enrollment in graduate school at LSU

Job Duties:

- Collect, prepare, and manage data from multiple data sources
- Conduct statistical analysis using statistical software such as SPSS and SAS
- Identify, analyze, and interpret trends and patterns in datasets
- Provide CAS staff with key data findings and offer recommendations for data findings
- Prepare reports, data visualizations, and dashboards using solutions such as Excel (requiring advanced knowledge of formulas) and Tableau
- Work with staff members to understand both data and data priorities
- Participate in meetings related to institutional and unit level academic success data
- Maintain the integrity, continuity, accuracy, and confidentiality of data as per the standards of the LSU CAS unit and the university

Qualifications:

- Proven work or academic experience as a data analyst
- Strong analytical skills with the ability to collect, organize, analyze and disseminate information and reports with attention to detail and accuracy
- Ability to communicate professionally and effectively with supervisor, staff, and faculty
- Strong problem-solving skills and critical thinking when working with datasets
- Proficiency in Excel, Tableau (or other data visualization software), and statistical software

TO APPLY:

If you already have an LSU email address please fill out the [Center for Academic Success Data GA Application Form](#)

If you do not have an LSU email address: please email Christina M. Coovert at ccoove1@lsu.edu with your Resume, Covert Letter, Reference page (listing three professional references) saved into **ONE** PDF document. In your cover letter, please specifically address how your experiences will meet the needs of the job.