

# Career Services Center Research Analyst Intern Position

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<b>Application Deadline:</b> Sunday, April 11, 2021	<b>Reports to:</b> Naomi Pollek, Assistant Director
<b>Start Date:</b> Monday, August 30, 2021	<b>Hours:</b> 8-10 hours per week
<b>Mandatory Training:</b> Tuesday, August 24—Friday, August 27, 2021	<b>Pay:</b> \$9.00 per hour

## CAREER SERVICES CENTER OVERVIEW

The Marquette University Career Services Center (CSC) is a dynamic student-centered office that focuses on preparing all students, in all majors, pursuing all career paths for future career success. The supportive office environment provides unique opportunities for student staff to gain skills and experiences valued by future employers while working conveniently on-campus. Student staff will gain exposure to a professional office environment that directly serves 2000+ students, hosts 400+ employers, and coordinates multiple large-scale programs each year.

## POSITION OVERVIEW

The Research Analyst Intern is an integral part of the Career Services Center, responsible for survey creation, running internally requested reports from various databases, preparing program wrap-up reports, and creating user-friendly reports and dashboards for external constituents. Other activities related to data collection, preparation, and analysis as assigned. The Research Analyst Intern is supervised by the Assistant Director, Employer Relations.

## SPECIFIC RESPONSIBILITIES

### Survey Creation & Data Preparation:

- Develop surveys that clearly and concisely address data collection objectives.
- Compile survey responses into reports that include a narrative and visual depiction of the data.
- Prepare a weekly on-campus interview evaluation report based on employer survey data.

### Report Generation & Preparation:

- Learn reporting functions of Handshake, Qualtrics, and Burning Glass Labor Insights.
- Run recurring employer relations data reports; comparing year-over-year data.
- Prepare career fair wrap-up reports using Handshake Analytics and program data downloads.

### Data Analysis:

- Think critically to deliver reports that include data sets and data comparisons.
- Design and prepare final reports for use within the Career Services Center and with external constituents.

### ADDITIONAL RESPONSIBILITIES:

- Support the Career Services Center staff with additional data analysis, survey creation, and report generation as assigned.
- Serve as Career Services Center Ambassador to promote services, career programs/fairs, and resources within your network at Marquette; promotion through classroom and student organization announcements are examples of avenues for promotion.
- ***Must be available to begin training the week prior to classes starting - August 24 – 27, 2021***

### QUALIFICATIONS:

The Career Services Center welcomes students of all backgrounds, school years, and majors to apply. The following qualifications are vital to success within this role:

- Excellent written and verbal communication skills.
- Ability to quickly learn how to use multiple databases.
- Proficiency with Microsoft Office Suite; specifically Excel functions, pivot tables, and calculations.
- Strong organizational skills and attention to detail.
- Ability to manage multiple projects simultaneously with set deadlines.
- Ability to work independently and accept responsibility for projects or assignments.
- Receptive to feedback.
- Good standing with the University (both academic and disciplinary).
- Commitment to uphold the office's commitment to diversity, equity, and inclusion, in alignment with Marquette University's guiding value to "Nurture an inclusive, diverse community."
- Ability to serve as a Career Services Center Ambassador to fellow students, campus departments, and employers.

Please direct any questions or concerns to Naomi Pollek, [naomi.pollek@marquette.edu](mailto:naomi.pollek@marquette.edu)