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 supervised by the Assistant Director, Employer Relations and will complete projects requested by the Career Services Center staff. This position is an integral part of the Career Services Center, responsible for running internally requested reports from various databases, preparing data for analysis, and creating user-friendly reports and dashboards for external constituents. Other activities related to data collection, preparation, and analysis as assigned.

SPECIFIC RESPONSIBILITIES

Survey Creation

- Develop surveys that clearly and concisely address data needs
- Manage survey distribution

Report Generation

- Learn reporting functions of Handshake, Qualtrics, and Burning Glass Labor Insights
- Run recurring recruiting and appointment data reports
- Think critically to deliver reports based on staff requests for various data sets

Data Preparation

- Clean and organize data for analysis by Career Services staff
- Design and prepare final reports for Career Services staff and for use with external constituents
Additional

- Serve as Career Services Center Ambassador to promote services and resources on campus; promote through classroom and student organization announcements and representing the CSC at special events
- **Must be available to begin training the week prior to classes starting - August 25 – 28, 2020**

QUALIFICATIONS

- Excellent written and verbal communication skills
- Ability to quickly learn how to use multiple databases
- Proficiency with Microsoft Office (specifically Excel and Word)
- Strong organizational skills; detail-oriented
- Ability to manage multiple projects simultaneously with Career Services staff
- Ability to work independently and accept individual responsibility for projects or assignments
- Ability to collaborate effectively as a member of a team
- Receptive to feedback
- Good standing with the University (both academic and disciplinary)
- Ability to professionally represent the Career Services Center to fellow students, campus departments and employers

*Please direct any questions or concerns to Naomi Pollek, naomi.pollek@marquette.edu*