

## Position Description

### POSITION PROFILE

**Position Title:** Early College Data Analyst and Reporting Specialist

**EOU Department/College:** EOU | Early College Initiatives (ECI) Office

**EOU Supervisor Title:** Kelli Mills – Early College Initiative’s (ECI) Administrative Program Assistant

**Typical Job Duration:** August 2024 – June 2025

**Job Level:** Level 3 student worker, \$14.20 per hour

**Type of Schedule/Typical Hours:** Flexible hours (between 8-5), part-time

**Typical Number of Hours Per Week:** Up to 10 hours per week

### POSITION INFORMATION

**Student Position Description Summary:**

The Early College Data Analyst and Reporting Specialist is responsible for analyzing data, creating insightful reports, and producing certificates to support EOU’s Early College Initiatives. This position works up to 10 hours weekly, ensuring data accuracy and compliance with the standards in Banner, Google Office, and Canva.

**Job Duties/Responsibilities/Essential Functions:**

- Maintain pre-developed databases ensuring data accuracy and integrity.
- Create customized certificates using Canva based on predefined templates and requirements.
- Conduct quality assurance checks on reports and certificates ensuring compliance with

standards in Banner, Google Office, and Canva.

- Demonstrate commitment to the university's core values by maintaining a professional demeanor.

## HIRING CRITERIA

### Minimum Qualifications:

- School year preferences – Sophomore, Junior, Senior, Masters

### Preferred Qualifications:

- Proficiency in Banner, Google Office Platform, and Excel.
- Strong analytical and problem-solving skills with a keen attention to detail.

### Desired Knowledge, Skills & Abilities:

- Excellent communication and interpersonal skills to collaborate effectively with the ECI team.
- Ability to work independently and prioritize tasks in a fast-paced environment.

## STUDENT LEARNING OUTCOMES

*As a result of completing this internship, the student will:*

### Academic Learning Outcomes:

- **Data Analysis Skills:** Develop the ability to analyze educational data effectively, applying statistical and analytical techniques learned in academic courses to real-world datasets.
- **Report Generation:** Learn to interpret data findings and craft comprehensive reports that support decision-making processes within the ECI programs, reinforcing skills in data presentation and report writing.

### Industry Learning Outcomes:

- **Educational Program Analysis:** Gain hands-on experience in the analysis of educational programs, understanding how data drives program improvements and strategic decisions in an academic setting.
- **Software Proficiency:** Enhance proficiency in using advanced data analysis tools and platforms such as Banner, Google Office, and Canva, which are critical in many educational and business environments.

### Career-Readiness Learning Outcomes:

- **Professional Communication:** Cultivate advanced communication skills to effectively share insights and data-driven recommendations with colleagues and superiors.
- **Problem-Solving:** Improve problem-solving skills by addressing data integrity issues and developing solutions to enhance data accuracy and reporting effectiveness.

- **Project Management:** Develop project management skills through the planning, execution, and delivery of time-sensitive reporting tasks.
- **Attention to Detail:** Enhance attention to detail through rigorous quality assurance processes to ensure the accuracy and reliability of data reports and certificates.

## PROFESSIONAL DEVELOPMENT & TRAINING

### Professional Development & Training

EOU student employees have an opportunity to engage in professional development and training as a part of the job. Supervisors support the attainment of professional development by either providing internal department-specific training and/or time reassigned from normally scheduled duties to participate in University-wide training opportunities including appropriate virtual community training opportunities.

Specific training/professional development opportunities:

- *[job-specific training from your department]*
- *[University and virtual community training/events specific to the student position]*
- Multicultural-sponsored training, activities, and events
- Career exploration activities via Career Services
- EO Career Expo Career-Ready symposium First Wednesday in April
- Resume Review with Career Services and/or WorkSource Oregon

## LEARNING ASSESSMENT & PERFORMANCE EVALUATION

### Learning Assessment and Performance Evaluation

Once a term, student employees and supervisors meet to discuss the progress on completing the position's learning outcomes and the employee's job performance. Specifically:

- Adjustments to the learning outcomes and job duties as needed in order to meet the outcomes
- Upcoming training and professional development opportunities
- On-the-job performance feedback and the level of meeting job duty expectations
- Application of coursework to the workplace, job duties, and learning outcomes
- Application of possible connections to future career-related interests and coursework