

MS-DS Student Assistant Position (graduate hourly)

Salary \$20/hr | In-person

The Data Science Program seeks a professional, self-sufficient & detail-oriented student employee to assist with daily administrative support. Hours range from 10-20 hr/wk. Position begins April 2025.

Responsibilities for this position will include...

- Provide effective communication face-to-face, via email, and phone to prospective and current students
- Represent Data Science Department as front desk staff
- Communicate regularly with Program Managers, Course Coordinator and Advisors
- Assist with event planning and participate in events (orientation, graduation, etc.)
- Complete data related projects as assigned
 - data collection
 - data analysis and visualization
 - data cleaning and preprocessing
 - applying machine learning algorithms and text mining techniques
- Assist with admission package shipments
- Maintain website updates, handbook updates
- Complete job-related trainings as required
- Help develop and formalize training manuals
- Help with team meetings, note taking, agenda, etc.
- Assist in asset creation and distribution (design, copywriting, proofreading, etc.)
- Management of personal schedule
- Coordinate with DaSSA (Data Science Student Organization) regarding events
- Administrative tasks as assigned (organizing folders, collecting data, creating documents, etc.)

Skills and competencies

Required

- General subject matter expertise around MS-DS courses
- Strong time management and organization skills and the ability to work independently
- Strong English written and verbal skills, especially over email
- An enthusiasm for learning new systems, both technical and non-technical
- Ability to solve problems independently and creatively
- Ability to work well with faculty, staff, and students from around the world

Preferred

- Familiarity with Qualtrics, Microsoft Office, Google Workspace, Coursera, Salesforce, WebExpress, Canva, Instagram
- Familiarity with software that may include web-based website creation/maintenance, video/image editing, and cloud-based documents/spreadsheets
- Basic knowledge of scripting languages (i.e. markup languages (i.e. XML)
- Successful completion of one or more of R, Python, Perl, PHP, Javascript

Compensation

The pay is \$20 per hour, determined by experience and qualifications. Bi-weekly timesheet submission required. Not eligible for benefits.

How to Apply

To apply, please fill out the questionnaire on the [DS website](#), and upload a one-page résumé, a cover letter detailing relevant experience and interest in the position, and an unofficial academic transcript. Application deadline is **March 16 at 11:59 p.m. MT.**