MS-DS Student Assistant

Graduate Hourly Position

The Data Science Program seeks a professional, self-sufficient & detail-oriented student employee to assist with daily administrative support. Hours range from 10–20 hours per week; working during university breaks is also possible. Position begins January 2022 and continues indefinitely. Optional continuation based on job performance.

Responsibilities

This position will support the Program & Marketing Coordinator and Course Coordinator with a variety of tasks.

Reporting & Documentation

- Help develop and run regular reports (enrollment, admissions, KPIs, etc.)
- Run regular audits of shared documents (Master Dashboard, Course IDs, etc.)
- Help develop and formalize handbooks for Program & Marketing, Course Coordinator, Lead Facilitator, Course Facilitator, Beta Tester, as well as a general Coursera training manual for all staff members

HR Processes

- Manage Course Facilitator schedule; provide updates and reminders for Course Coordinator and Course Facilitators
- Assist with HR processes and coordination for course facilitators, beta testers

Student Support

- Help answer student inquiries sent to the general Data Science email accounts
- Document grade changes, updates, student requests

Marketing & Communication

- Help with event planning, including virtual and in-person events
- Assist in asset creation and distribution (design, copywriting, proofreading, etc.)
- Mail or distribute promotional products as needed

General

- Communicate regularly with Program & Marketing Coordinator, Course Coordinator, individual faculty members, and other program stakeholders
- Help schedule and verify data in various systems (CU-SIS, CU Data, Coursera, ProctorU, etc.)
- Staff the front desk of the Data Science office
- General secretarial work (scheduling meetings, notetaking, etc.)
- Other projects and tasks as assigned

Skills & Competencies

Required

- Strong time management and organization skills and the ability to work independently
- Strong English written and verbal skills, especially over email
- Enthusiasm and aptitude 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
- Experience with basic office software (MS Excel, Word, PowerPoint and/or Google Sheets, Docs, Sheets, Slides)
- Strong attention to detail and a customer service mindset

Preferred
- Background in finance
- Familiarity with the Coursera, Salesforce, and ProctorU platforms
- Website management knowledge (especially WebExpress)
- Photography, image creation and editing experience (especially in Adobe CS)
- Video creation and editing experience
- Familiarity with survey best practices and distribution, especially with Qualtrics and OnBase
- Basic knowledge of scripting languages (i.e., markup languages like XML)
- Interest and ability to stay on as an employee for at least 3 spring and fall semesters

Familiarity with one or more of the following: R, Python, Perl, PHP, and/or JavaScript

Compensation

The pay s $20 per hour, determined by experience and qualifications. 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, and a cover letter detailing relevant experience, and an unofficial academic transcript. Application deadline is **December 20, 2021**.