Thank you for your interest in working for the San José State University Library. To apply for this position please fill out the Student Analyst Student-Assistant Hourly Job Application.

Position Title:  Student Analyst  
Reporting Unit: Research & Scholarship  
Reporting Dept: University Library  
Reports To: Outreach and User Engagement Librarian  

This position will provide data analysis in support of an IRB-approved research project on student engagement and perceptions of the library during the COVID-19 pandemic. Existing data was collected from a survey administered to SJSU undergraduate students in late 2021.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with designing processes appropriate for data analysis.
- Assist with developing data analysis plans, including designing guides for reviewing and coding collected qualitative and quantitative data prior to analysis.
- Statistically analyze collected data; use descriptive and inferential statistical analyses as appropriate. Investigate and apply innovative statistical data analysis techniques, as appropriate, to augment data analysis efforts.
- Design and produce graphic displays of statistical information (charts, tables and graphs), using appropriate software programs.
- Prepare reports from collected data for internal use.
- Analyze and provide reports based on existing data, including but not limited to student demographics, use of digital library resources, use of in-person library resources, and student perceptions of the library.

Other Responsibilities:

- Consult with the Outreach and User Engagement Librarian to ensure that data is interpreted in accordance with best practices.
- Consult with the Outreach and User Engagement Librarian to ensure appropriate procedures and tools are being used.
- Perform other duties as assigned

Utilities and software:
Excel, Word, Email, R, SPSS, Tableau, PowerPoint, Google Workspace

Learning Objectives:

- Gain familiarity working with confidential data
- Develop strong working habits, such as time management
- Gain an understanding of the challenges faced by undergraduate students during the COVID-19 pandemic
- Build communication and collaboration skills
QUALIFICATIONS
The requirements listed below include the equipment and knowledge, skills, and/or abilities required. (eg. Computer skills)

Education/Experience
- Student Assistant hire must be a matriculated SJSU student enrolled in at least 6 undergraduate units.
- International student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units.
- Work study student must be a matriculated SJSU student enrolled full time in at least 12 undergraduate units.

Knowledge, Skills, Abilities required
- Strong statistical analysis skills
- Experience using quantitative analytical assessment, advanced level skills in Excel, R, and/or SPSS
- Ability to effectively manage and securely maintain data
- Strong verbal, written, interpersonal, and virtual communication skills
- Ability to work independently with general supervision

Knowledge, Skills, Abilities preferred
- Ability to learn, use, and maintain computer programs and databases
- Upper division undergraduate or graduate student

PHYSICAL REQUIREMENTS:
This position works in a typical library and office environment.

WORK SCHEDULE: Approximately 10 hours per week during the semester

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Desired Class Level: All grade levels accepted
SALARY RANGE: Expected starting pay at $17.00/hr.