

Women in Science and Engineering (WiSE)

Graduate Data Assistant



A Graduate Data Assistant is needed to work during the 2022-2023 academic year. The position will focus on the alumna tracking project, summative evaluation, and other database and data analysis related projects. The graduate student will work closely with the WiSE Program Director and the Program Coordinator.

This is a part-time position for 10 hours per week at \$20/hour. Tuition support is not included.

Duties include:

- Consolidate existing constituent databases to create a new alumna tracking database.
- Through use of existing information, internet search, and other means such as Academic Analytics, track where alumna of WiSE have landed in their careers.
 - Analyze data, create charts, and help write report.
- With the Program Director and Coordinator, help analyze existing evaluation data using a variety of methods and support the creation of a five-year report on WiSE's impact.
- Create a comprehensive, searchable, and "analyze-able" database for each alumna group and the general database.
- Create Qualtrics exit survey for WiSE graduating students and postdocs. Establish a process to collect next career steps and personal emails during (or right after) program involvement for future impact surveys.

Preferred qualifications:

- Advanced experience with Excel and other data management/analysis software.
- Strong communication skills, including writing and visual/graphics.
- Quick learner with good attention to detail.
- Desire to promote the equity and inclusion of women in STEM.

To apply, please send a cover email and resume to Sharon Alestalo, WiSE Program Director, at swalesta@syr.edu by **August 19th**. Please include "Graduate Data Assistant" as subject line.

About WiSE:

For more than 23 years, Syracuse University's WiSE has proudly supported the recruitment, persistence, and advancement of women in STEM (science, technology, engineering, and mathematics).

Led by women faculty and professional staff, WiSE serves a total of 19 STEM departments at the University. Our diverse programming and events offer women in STEM a wide variety of networking and learning opportunities, as well as support, encouragement, and inspiration. Through research-based strategies and an active community of mentors and peers, we help women students, postdoctoral fellows, and faculty achieve their professional goals.

In our mission to build a strong, equitable, and inclusive community, we welcome all self-identified women and non-gender conforming individuals, including cisgender, transgender, and queer women, as well as non-binary individuals.

For more information, please visit: suwise.syr.edu.