Job Title
Assistant Data Analyst (Student Position)

Job Summary
The Assistant Data Analyst will assist the Student Affairs Analyst with organizing, reporting, and analyzing data related to student enrollment at the USC Price School of Public Policy. The position will involve organizing large datasets, navigating admissions database systems, data entry, and basic calculation coding. The Assistant Data Analyst will assist with a few specific projects currently underway at the Price Office of Student Affairs.

The ideal candidate for this position is someone who:
- Enjoys working with data
- Can maintain focus and attention to detail while repeating tasks
- Is comfortable navigating and managing large volumes of data
- Can prioritize and manage several projects at once
- Exhibits a curiosity and creativity to problem solving

Essential Functions
- Provide data entry and maintenance and reporting support
- Help establish internal data storage structure
- Assist with writing calculation code when necessary
- Collaborate with Student Affairs Staff in building reports
- Assist with migrating current Student Affairs reports to Tableau, as well as building new reports in Tableau
- Perform other related duties as assigned or requested

Qualifications
- Must be a current USC student
- Working knowledge of Excel, Tableau (preferred)
- Excellent analytical skills with attention to detail and accuracy required
- Basic knowledge of computer calculations preferred
- Experience collaborating in a team setting
- Experience working with database systems
- Demonstrated ability to comfortably manage multiple routine tasks, shifting priorities, and special projects in timely and organized fashion
- Federal Work Study qualification preferred but not required

Job Specifics
- The position is part-time, approximately 10 hours/week
- Pay is $18/hr

Application
To apply, please send your resume and a cover letter as attachments to David Horn at dhorn@price.usc.edu