University of Massachusetts Amherst
On Campus Graduate Assistantship Vacancy Notice

Type of Appointment: Project Assistantship

Application Deadline: 2/22/2019

Job Description (No Clerical duties permitted):
Project assistant will support the Associate Provost for Data and Analytics in the management, analyses, and reporting of institutional (e.g., enrollment, academic, financial) data for ad hoc analytical projects. Duties include data cleaning, statistical analysis, and assistance with the development of analytical reports and presentations.

Experience Required:
Experience analyzing data in SPSS or another statistical software package is required. Strong analytical and organizational skills, writing skills, attention to detail, and ability to work independently are also important. Familiarity with Microsoft Excel is a plus. Applicants with a background in higher education or the social sciences are strongly preferred.

Additional Information:

Dates of Appointment: From 3/1/2019 To Flexible

Hours/Wk  10/15 Stipend 28.59 hr

How to Apply: Call ☐ In Person ☐ Submit Resume ☒

Dept. Name: Office of the Provost  Contact Person: Ann Marie Russell

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