

POSITION: Statistical Analyst – Institute for Global Studies

The Institute for Global Studies (IGS) is seeking a part-time miscellaneous wage (non-benefitted) employee with a high level of organization, ability to multi-task, and attention to detail to provide office support for the University of Delaware's international programs and activities, primarily in the area of statistical analysis.

CONTEXT OF THE JOB:

The Global Program Assistant will be primarily responsible for assisting the IGS Associate Director of Study Abroad to organize, manage, and analyze study abroad-related data and statistics.

Duties may include but are not limited to:

- Contribute to the design, administration, and assessment of surveys and evaluations for IGS programs
- Manage and organize pre and post study abroad evaluation and assessment data
- Perform statistical tests and analyze data
- Create initial summaries and reports of data
- Collaborate on publications
- Perform other job-related duties as assigned

Required Skills:

- Demonstrated experience in quantitative and qualitative research methods and statistical analysis
- Knowledgeable use of survey software (e.g. Qualtrics, SurveyMonkey, etc.) statistical analysis software (e.g. SPSS, Stata, R, etc.), and Microsoft office suite
- Excellent written, organizational, and oral communication skills
- Ability to exercise discretion, confidentiality and judgment
- Ability to think creatively, work independently, and test hypotheses through statistical analyses
- Professionalism and punctuality, with the ability to manage time productively
- Ability to work and communicate effectively across cultures

Preferred skills and attributes:

- Experience working in a higher education setting and/or in international education
- International experience working, studying, or traveling abroad

Qualifications:

- Bachelor's Degree required.

JOB INFORMATION:

- Hourly Rate of Pay: \$15 per hour
- Average Hours Per Week: 10 hours per week (actual hours may vary)
- Available Hours: Monday to Friday, 8:00 am-5:00 pm

EMPLOYER INFORMATION:

Department or Office:
Institute for Global Studies
Clayton Hall
100 David Hollowell Drive
Newark, DE 19716
Phone: (302) 831-2115
Email: studyabroad@udel.edu
Web: <http://www.udel.edu/global/>

To apply, please send your resume with contacts for 3 references and a cover letter to Lorraine Grube (leg@udel.edu). The search will continue until the position has been filled.

Employment offers will be conditional upon successful completion of a criminal background check. A conviction will not necessarily exclude a candidate from employment.