

Job Title: Data Analyst Intern
Classification of Position: Student Internship
Name/Address of Student's Employer: Neighborhood Housing Office
Student Union WG85
2200 E Kenwood Blvd
Milwaukee, WI 53211

Job Description

The Data Analyst Intern will support the activities of the Neighborhood Housing Office by surveying students and analyzing data.

Job Duties:

Primary Duties

Approx. Percent of Time
Applied Over One Year

- Assist coordinating the biannual off-campus census survey, analyze data, and make recommendations that impact the student experience 20%
- Track data from walk-ins, the biweekly email, social media, Google Analytics, & events 20%
- Produce weekly data reports to share at team meetings 20%
- Update and maintain the Data Analyst Internship manual 10%
- Analyze data including Key Performance Indicators and make data-informed decisions to improve marketing strategies 10%

Additional Duties

20%

- Actively participate in one-on-one meetings and team meetings
- Staff Neighborhood Housing and External Relations events (Housing Fair, State Fair, Summerfest, etc.)
- Special projects and other duties as assigned

Qualifications & Education Requirements:

- UWM Student enrolled in a minimum of 3 credits and maintain a 2.5 or higher semester and cumulative GPA
- Must live near UWM's Kenwood campus and have renting experience or complete the Preferred Tenant Program
- Must be able to prioritize this job if holding more than one employment position, school is only exception.
- Utilize Adobe and Office 365 programs (Microsoft Word, Excel, Sharepoint, Onedrive, Onenote, Teams, etc.)

Preferred Qualifications & Skills:

- Eligible for Federal Work Study
- Experience with Qualtrics, Google Analytics, and social media analytics
- Possess excellent written and interpersonal communications skills
- Ability and interest in taking initiative and independently solve problems within the scope role
- Strong organizational skills and the ability to exercise discretion and maintain confidentiality

Compensation & Evaluation:

The starting wage for this position is \$12.00/hour. This is determined with consideration of university guidance and comparable positions across campus. Employees will be evaluated quarterly using mid-semester and end of semester evaluations to promote growth. Employees will be considered for a merit increase for each 12 months completed in the role in accordance with University Relations Student Employment guidelines. For reference, the Student Employee Manual can be found at uwm.edu/hr/student-employees/

Department: External Relations/Neighborhood Housing
Supervisor Name: Alyssa Conrardy
Supervisor Phone/Email: 414-229-6999/nho-supervisor@uwm.edu
Student's Length of Employment: Must commit to a minimum of one semester