**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

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

#### Additional Duties

- 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/](http://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