**On-Campus Job Description**



**To apply**: *Go to* [***https://wenatcheevalleycollege.formstack.com/forms/career\_services***](https://wenatcheevalleycollege.formstack.com/forms/career_services) *to submit your information to see if you are eligible for funding.*

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| **Job Title & Number of Positions Avail.** | ASPIRE Data Analytics Program Assistant  2 positions available |
| **Department/**  **Location** | ASPIRE (Assessment, Strategic Planning, Institutional Research, and Effectiveness)  2322 K Wenatchi Hall |
| **Rate of pay** | $18.61 |
| **Estimated Hours Per Week** | Up to 19 hours per week, with a flexible schedule as agreed upon with the supervisor |
| **Supervisor** | Robin Angotti, Executive Director of ASPIRE  rangotti@wvc.edu |
| **Duties and Responsibilities** | Work with the ASPIRE data analytics team to collect and analyze qualitative and quantitative data from multiple campus stakeholders. This will require data cleaning, building data visualizations in MS Power BI, utilizing information from data visualization and qualitative data to tell the story of the data situation in context, and communicate information to stakeholders. |
| **Minimum Qualifications** | Work Study Eligible\*\*\*  Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint)  Strong problem-solving skills and desire to visualize and analyze large data sets.  Excellent written and verbal communication skills.  Attention to detail and a commitment to maintaining confidentiality.  Ability to work independently and collaboratively within a team environment.  Flexibility to adapt to changing priorities and tasks. |
| **Educational**  **Benefit** | Data Analytics Skills  Data Visualization Skills  Technology Proficiency in MS Power BI  Confidentiality and Ethical Practices  Collaboration and Teamwork  Problem-Solving and Critical Thinking |
| **How to Apply** | Interested candidates should submit their resume and cover letter to Robin Angotti and email rangotti@wvc.edu to set up an interview time. |

07/25/2024 (CRB)

*Wenatchee Valley College is committed to a policy of equal opportunity in employment and student enrollment. All programs are free from discrimination and harassment against any person because of race, creed, color, national or ethnic origin, sex, sexual orientation, gender identity or expression, the presence of any sensory, mental, or physical disability, or the use of a service animal by a person with a disability, age, parental status or families with children, marital status, religion, genetic information, honorably discharged veteran or military status or any other prohibited basis per RCW 49.60.030, 040 and other federal and state laws and regulations, or participation in the complaint process.*

*The following persons have been designated to handle inquiries regarding the non-discrimination policies and Title IX compliance for both the Wenatchee and Omak campuses:*

* *To report discrimination or harassment: Title IX Coordinator, Wenatchi Hall 2322M, (509) 682-6445, title9@wvc.edu.*
* *To request disability accommodations: Student Access Coordinator, Wenatchi Hall 2133, (509) 682-6854, TTY/TTD: dial 711, sas@wvc.edu.*