

McCombs School of Business – BBA Career Services
Data Specialist (Fall 2016 - Spring 2017)

Primary Job Duties

- Assist Career Coach, Assistant Director, and Director in tracking internship and full-time job offer data of undergraduate students
- Utilize online offer system to create/manage Excel spreadsheets to track data
- Track data in Excel spreadsheets, create **pivot tables**, and calculate percentages
- Generate data for Business Week Statistics – used for Business School rankings
- Create reports on a weekly basis (audience: Career Coaches, Dean Hartzell, Faculty, etc.)
- Generate reports weekly based on requests “on-demand reports” turnaround time, typically only one or two days.

Additional Job Duties

- Track vendor feature enhancements and service request for offer system
- Conduct quality assurance on data entered into online offer system
- Conduct quality assurance on online offer system
- Identify errors in online offer system and test fixes made by technology team
- Update online offer system with new employer data
- Investigate and fix errors in online offer system
- Manual data entry into online offer system
- Analyze prior year reports to come up with new ways to present data efficiently

Preferred Qualifications

- Knowledge of Excel – basic functionality as well as knowledge of Excel formulas (VLookup, Countif, etc.) and **pivot table** functionality
- Comfortable working with moderately large datasets
- Strong attention to detail
- Ability to work with confidential information

Requirements

- Work up to 10 hours/week – hourly pay
- Available to work Fall 2016 through Spring 2017 and attend training in late April through May 2016 (Work hours are available in summer 2016 if desired)
- Must be able to attend weekly meetings
- **Must be a May 2017 graduate and enrolled as full-time graduate student (6 hours each semester) in fall 2016 and spring 2017** at the University of Texas and able to work through May 31, 2017.

Pay

- \$12 per hour

To Apply

Please send the following items to mandy.kious@mcombs.utexas.edu:

1. Resume
2. Letter of Interest/Cover Letter

If you have any questions please contact Mandy Kious at mandy.kious@mcombs.utexas.edu.