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McCombs School of Business – BBA Career Services
Data Specialist (Fall 2019 - Spring 2020)

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Primary Job Duties
- Assist BBA Career Services staff 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 statistics used for Business School rankings
- Create reports on a weekly basis (audience: Career Coaches, Deans, Faculty, employers, etc.)
- Generate weekly "on-demand reports" with a specific turnaround time, typically only one or two days

Additional Job Duties
- 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
- 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 2019 through Spring 2020 and attend potentially attend training in late April and May 2019 (Work hours may be available in Summer 2019 if desired)
- Must be a May or August 2020 graduate and enrolled in fall 2019 and spring 2020 at the University of Texas

Pay
- $12 per hour

To Apply
Applications will be reviewed on a rolling basis, so please apply as soon as possible. Please send a resume and cover letter to bbacareerservices@mccombs.utexas.edu. Questions: Jessica.koehler@mccombs.utexas.edu