

Project Assistant
UW System Administration
Office of Policy Analysis and Research

This is a part time position of approximately 20 hours per week (between 8 AM and 5 PM), expecting the position to last through June 30, 2009. Salary will be \$16,450 annually. Job location is Van Hise Hall, 1220 Linden Drive, Madison, WI.

Position Summary:

The Office of Policy Analysis and Research (OPAR) supports systemwide planning, policy development, and evaluation through research and analysis. The office collects data and disseminates statistical reports for internal and external use.

This position will provide informational and analytical support to the Office for work in an equity study of transfer students and on other data projects.

General Duties and Responsibilities:

Generate data for the Transfer Equity Study.

Respond to ad-hoc requests for information and analysis from the legislature, state agencies, the media, and UW campuses.

Assist with internal, state, federal, and other data reporting.

Required Knowledge, Skills & Abilities:

- Applicants must be graduate students in good standing and commit to work through June 30, 2009
- Solid knowledge of Microsoft Office tools, especially Word, Excel, and PowerPoint
- Experience with basic data retrieval tools (such as Brio/Hyperion)
- Fluency in the English language
- Strong written, oral, and interpersonal communications skills
- Ability to work collaboratively as part of a team
- Detail-oriented

Preferred Skills:

- Experience with advanced data retrievals tools (such as SAS, SQL)
- Experience working with large data bases

Application Materials:

Please submit a resume, job experience, and three references before February 2, 2009 to:

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