POSITION TITLE: University Administrative Fellow, IDEAS for Higher Ed

HOST: Princeton’s Initiative for Data Exploration and Analytics for Higher Education (IDEAS for Higher Ed) - WWS

REPORTS TO: Valerie Ching, associate director, or Drew Allen, executive director (depending on specific assignment)

START DATE: September 9, 2019 (negotiable)

END DATE: January 24, 2020 (negotiable)

HOURS: 2 hours/week mentorship activities, 4 hours/week project work

HOW TO APPLY: Interested applicants should submit a cover letter and one copy of their résumé via email by May 20, 2019 to Valerie Ching (vching@princeton.edu). Applicants should note in their cover letter which specific project they are interested in and provide details about their qualifications for that project. Interest in more than one project is welcome.

Please also note that while a laptop is available for use, all interested applicants should also have the ability to work on their own laptops during this fellowship. When at the IDEAS location, the fellow should be prepared to work in a shared office or within an open library space. Arrangements can be made for work to be conducted remotely.

ABOUT IDEAS FOR HIGHER ED

In July 2017 former Provost David S. Lee, Chemical Bank Chairman's Professor of Economics and Public Affairs and associated faculty member of the Industrial Relations Section, established the Initiative for Data Exploration and Analytics for Higher Education within the Woodrow Wilson School of Public and International Affairs.

Our mission is to facilitate the discovery of high-value insights through data that: 1) support efforts by Princeton administrators to advance mission-critical decision-making and 2) contribute to academic research and dialogue on higher education.

What we do:
As an internal consulting service to the University, we partner with institutional leaders, staff, and researchers to carry out data analytics projects that may include:

- Exploring, at the request of our administrative unit clients, the optimal uses and potential of existing Princeton data
- Employing advanced data analytics techniques to focus on clients’ specific questions of high operational and research value

For more information, see: https://analytics.princeton.edu
LEARNING OBJECTIVES

The IDEAS University Administrative Fellow will have the unique opportunity of working within a “start-up” unit that both strives to deliver a significant positive impact on the administrative functions of the University as well as discover opportunities for productive avenues of higher education research. On the administrative side, the fellow will learn about the challenges of establishing such a hybrid unit within the larger Princeton landscape, of defining and measuring indicators for success, and translating strategic goals into operational objectives. On the research side, the fellow will witness how compelling research questions that can be addressed through data analytics can be developed, how issues of relevance at Princeton correspond to other trends in higher education research, and how data analytic projects can be designed, conducted, documented, and how results can be communicated and evaluated.

The fellow will be assigned to one of the following projects, based on the fellow’s goals, interests, and skill set.

1. **Year 2 of the Data Analytics Working Group (DAWG)**
   
   This group is conceived as a networking/professional development group of key data personnel across the University. By September 2019 we will have met informally four times on a quarterly basis, organized in a loose structure designed with feedback from the group. In FY20 we hope to develop a more concrete mission/charge for the group, goals, and enhanced programming possibilities.

   **Tasks/Responsibilities:**
   - Research peer institutions to find out if similar groups exist and how they are structured
   - Research other data-related groups on campus
     - How does DAWG fit into the evolving data ecosystem at Princeton
     - What specific contributions could DAWG potentially make to the data ecosystem and current initiatives
   - Conduct personal interviews with current DAWG participants across the University to document:
     - Beyond the current format of meetings, what should we do differently to add value to the experience
     - What are their preferences/ideas for the group’s charge/mission and programming, etc.
   - Finalize group’s mission/charge and programming plan
   - Plan, publicize, and coordinate programming for subsequent regular meetings

   **Qualifications:**
   - Strong interpersonal communications skills - writing, by phone, in person
   - Comfort with public speaking, addressing groups
   - Effective interviewing skills
   - Basic computer skills (MS Word, PowerPoint)
   - Creativity, ability to think strategically, strong organizational skills
   - Experience planning events, seminars, group meetings is helpful

2. **Documentation of Policies, Procedures, Governance Guidelines for Use of Current Data Assets**

   **Tasks/Responsibilities:**
   - Contribute to the creation of documentation that describes IDEAS’s current data assets, policies surrounding the use of data, and procedures in managing the information
Identify best practices in ongoing documentation and communication of data assets to various audiences

Work with IDEAS staff to develop data collection strategies for new project-specific large-scale data sets

Qualifications:

- Strong interpersonal communications skills - writing, by phone, in person
- Knowledge of various quantitative research methods/designs
- Data management skills will be helpful
- Experience conducting research/analyses using administrative data will be helpful
- Interest and/or experience in effective data management, documentation, and security

3. Documentation of the “Origin Story of IDEAS”

By September 2019, we will have developed the start of an outline for a reference document to record what steps we followed to establish the initiative and develop its operating model, vision, mission, goals, objectives, project phases, etc. This document will also record lessons learned, accomplishments, and outcomes, and will serve as the source of material for future grant proposals, reports, website content, etc.

Tasks/Responsibilities:

- Research examples of academic and industry annual reports and corporate/foundation Requests for Proposals to identify the most common and effective content components
- Consult with colleagues in CEFR, Advancement, Office of the Provost, Communications and other units on what information is most needed/effective in telling our story for funding requests, communication to donors/sponsors
- Interview IDEAS staff to flesh out further the document’s outline
- Based on research and interviews, begin drafting and assembling content, which may include (depending on the fellow’s interests and expertise):
  - Text
  - Graphics (photography, data visualizations, drawings, etc)
  - Video (interviews, animation)

Qualifications:

- Strong interpersonal communications skills - by phone, in person
- Effective interviewing skills
- Excellent writing skills - ability to write for different audiences
- Creativity, ability to think strategically, strong organizational skills
- Basic computer skills (MS Word, PowerPoint)