Pace Center for Civic Engagement Data Analysis Fellow – UAF Position Description

The Pace Center for Civic Engagement is seeking a part time Data Analysis Graduate Fellow for the fall of 2019. The Data Analysis Fellow will work collaboratively with Pace Center staff in support of the center’s metrics initiatives. The Fellow will have the opportunity to network with Pace Center staff, and think about the ways that metrics can and should impact program design. The Data Analysis Fellow will also work with the center’s Metrics team to help to analyze five years’ worth of survey data with specific attention paid to impact of service.

Responsibilities:

The Data Analysis Fellow will work with the staff lead for the Pace Center’s Metrics Team and concentrate most of their time on reading and coding open-ended survey questions for further analysis. Responsibilities include, but are not limited to:

- Reviewing five years of survey data and continue the work of coding qualitative data started by a summer graduate associate
- Learn to conduct and track initial and end of year survey for the Pace Center
- Attend Metrics Team meetings as a member of the group
- Conduct other analysis as assigned

Qualifications:

- Exceptional verbal and written communication skills
- Experience with qualitative and quantitative data collection, analysis, and communication, specifically with coding and analyzing qualitative data
- Experience translating data in visual and narrative forms
- Background in statistics
- Strong critical thinking skills
- Ability to work independently

Position will report to Evan M. Schneider, Pace Center Program Coordinator. Please send inquiries/cover letter and resume to emschnei@princeton.edu.