**Data Assistant for QTM Internship Credit – Office of Sustainability Initiatives (OSI)**

**Responsibilities/Duties:**

The ideal candidate will primarily support OSI’s data management and career development efforts including:

* Using data programming skills to streamline information gathering
* Assessing data sets for trends in campus sustainability practices and behaviors
* Supporting the OSI with database development/management and performing data cleaning, manipulation, and visualizations tasks for reports ([Sustainability Tracking, Assessment & Rating System - STARS](https://stars.aashe.org/resources-support/technical-manual/))
* Consulting the OSI team about process automation initiatives that could improve the accuracy and efficiency of routine data collection needs
* Taking on other duties as assigned

**Benefits:**

* Applying and further developing technical data science skills
* Strengthening data communication and presentation skills
* Building internal data collection, analysis and visualization processes for the OSI
* Supporting a critical, international data reporting need for the OSI

**Preferred Qualifications**

* Detail-oriented
* Working proficiency in two or more: Python, R, SQL, HTML, and CSS
* Experience with database development and management and NLP
* Ability to work autonomously, stay on task with minimal supervision
* Excellent technical and visual presentation skills

**Work Schedule & Credit**

* Flexible scheduling between the hours of 9:00am and 5:00pm, January 14, 2020 – May 10, 2020; 8-10 hours per week required
* QTM Internship Credit (only for QTM majors)

**How to Apply**

[Submit your resume, transcript and statement of interest here](https://docs.google.com/forms/d/1mZIZ552E7LaqWFvQOJJMhBTyD9a_89coq0ZdpdTDjhw/viewform?ts=5dfbecfe&edit_requested=true) by **Monday, January 13**.

**More about OSI**

From the copy room to the operating room, from the classroom to the residence hall, the Emory Office of Sustainability Initiatives (OSI) guides the efforts to meet the challenges of sustainability across all of Emory’s institutions. Emory OSI carries out this imperative by helping to restore the global ecosystem, fostering healthy living and reducing the University’s impact on the local environment. Learn more [here](https://sustainability.emory.edu/).

Review Emory’s previously submitted STARS report [here](https://reports.aashe.org/institutions/emory-university-ga/report/2017-07-25/).