Data Lab Assistant Position 2019
GIS, Data Science & Statistics Expertise

Tufts Technology Services (TTS) is seeking responsible students who would like to help support the Data Labs in the Medford Tisch Library or in the Boston Hirsh Health Sciences Library. The Data Labs are teaching and research-computing labs designed to foster collaboration and innovation around data analysis, visualization, & design across all campuses and departments. More information can be found at datalab.tufts.edu.

Responsibilities:
The position will entail keeping the Data Labs organized & operational; assisting students with GIS, data science, and/or statistical projects, assignments and troubleshooting; developing and updating instructional resources for the Data Lab website; providing support for on-going Data Lab projects; helping to maintain the Data Lab computing environment and functionality.

Desired Qualifications:
Preference will be given to students with the following skills/credentials:

- Strong working knowledge of ESRI ArcGIS software (primarily ArcMap or ArcGIS pro) – At least the equivalent skill level of completing an Intro to GIS Course.
- Strong working knowledge or willingness to learn more about statistical softwares and programming languages such as STATA, R, Python, SPSS, SAS, or MatLab
- Strong working knowledge of Microsoft Office Suite, especially Microsoft Excel and/or Publisher.
- Working knowledge or willingness to learn more about of ENVI, QGIS, GeoDa, Adobe products (Illustrator or InDesign) and other mapping and desktop publishing software.
- Interest and willingness to learn about data visualization, web-mapping and computer science.
- Enjoy customer service roles, working with others and helping students learn and succeed.

Note: We do not expect candidates to have all listed skills and knowledge of softwares! We are looking to hire multiple student experts with different skillsets so we can offer a wide range of expertise.

Hours:
Medford Tisch Library: Hours range between 8-16 hours a week from 9am and 9pm on weekdays and select hours on weekends.

Boston HHSL: Hours range between 8-16 hours week from 9am and 5pm on weekdays.

Pay Rate:
Starting at $15 per hour based on experience and expertise.

Start Date:
Several positions are available for the 2019 – 2020 academic school year at both the Medford and Boston Campuses. Positions will start the first/second week of the fall semester and will run through the end of the Spring semester finals week.

How to Apply:
To apply for a Data Lab Assistant Position, please complete the following:

- Fill out this Application Form
- Send your **resume & a short cover letter** to Carolyn Talmadge, Senior GIS Specialist, TTS. Please include any relevant GIS/Stats/Data Science courses that you have completed or are enrolled in for the fall. Please include your final GIS project or other examples of GIS work if you have taken a GIS course, or other Stats/Data Visualization/projects you’ve completed and want to share.

**Applications will be reviewed starting Tuesday, July 23rd and considered on a rolling basis until all Lab Assistant positions are filled.** We would like to conduct ~30 minute interviews throughout the next few weeks on campus, if possible. If you are unable to interview in person, I will also be available to schedule WebEx/Skype meetings.

Please reach out with any questions, comments or concerns. Thanks and happy summer!

Carolyn Talmadge  
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Tufts Technology Services  
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