Data Lab Assistant Position 2024 - 2025
GIS, Statistics, Text Analysis, and Data Science Expertise

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

We are looking to fill Data Lab Assistant positions in both the Medford (Tisch Library) and Boston (Hirsh Health Sciences Library) Data Labs for the fall 2024 and spring 2025 academic year. This position is in person at the Data Labs and Lab Assistants commit to work both the fall and spring semester.

Responsibilities:
The Data Lab Assistant position includes the following:
- Keeping the Data Labs clean, organized, stocked, and operational.
- Providing friendly customer service by answering questions about the Data Lab and Research technology services, along with helping to triage support to the a senior staff member when necessary.
- Helping with "walk in" support for students around GIS, statistics, data science or analysis questions, assignments, projects, etc.
- Updating instructional resources for the Data Lab team.
- Providing additional assistance for on-going Data Lab projects.

Desired Qualifications:
Basic Requirements:
- Friendly, approachable, and enjoy customer service roles where you work with others and help students learn and succeed.
- Organized, on time, and can keep the spaces clean, tidy, functional, and well stocked.
- Ability to troubleshoot, answer questions, and solve problems using resources provided along with resources you can find online to answer the questions.
- Interest in learning new software, analysis applications and methodologies, or computer processes

Preferred Qualifications:
This year, we are looking for students who are familiar with GIS, statistics, data science, data analysis, visualization, text analysis, or bioinformatics and would have a variety of the skills listed below.
Note: We do not expect candidates to have all listed skills and knowledge of software! We are looking to hire multiple student experts with different skillsets from both campuses so we can offer a wide range of expertise.

- Strong working knowledge of ESRI ArcGIS Pro – *At minimum* the equivalent skill level of completing an Intro to GIS Course and are enrolled in one of the advanced courses in the fall semester.
- Students who have completed advanced GIS courses – including Advanced Geospatial Modeling/GIS, Spatial Statistics, Interactive Web Mapping, Remote Sensing, or other advanced geospatial courses.
- Working knowledge or willingness to learn more about the ESRI suite of services including ArcGIS Online, ESRI StoryMaps, Survey123, WebApp Builder and/or other ESRI applications.
- Strong working knowledge of statistical software or programming languages including Stata, SPSS, SAS, Python or R/RStudio.
- Strong working knowledge of Microsoft Office Suite, especially Microsoft Excel and/or Publisher.

- Working knowledge of other GIS, statistical or data science applications not listed above.
- Interest and willingness to learn about data visualization, web-mapping and computer science.

Additional Qualifications:
- Working knowledge of tableau, NVivo, or MatLab.
- Experience using Tufts High Performance Compute Cluster (HPC).
- Working knowledge of bioinformatics software and methodologies

Hours:
Students typically work about 10 hours per week, but can range between 8-12 hours depending on scheduling. The Medford Data Lab in Tisch Library is staffed from 9am to 8pm EST on weekdays and select hours on weekends. The Boston Data Lab in Hirsh Health Sciences Library is staffed from ~9am – 6pm on weekdays only.

Pay Rate:
Incoming Data Lab Assistants start at $17 per hour, with the potential for higher earnings for advanced degree candidates.

Start Date:
Several positions are available on both the Medford and Boston Health Sciences campuses for the 2024 – 2025 academic school year. Lab Assistants will be assigned to one Data Lab and are not expected to work at both. This is an **academic yearlong** position and staff will be expected to work both fall and spring semesters through the end of finals, if hired.

Positions will start the first/second week of the fall semester and will run through the end of the Spring semester finals week. Students will not be expected to work over holiday breaks or on university holidays during the semester.

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

- Send your **resume** & **a short cover letter** to Carolyn Talmadge, Data Lab Services Manager, TTS.
- **Please indicate which campus you are based on and where you would prefer to work**. If you are regularly on both campuses, you can specific that as well.
- Please include any relevant GIS/Stats/Data Science/etc courses that you have completed at Tufts or other institutions, along with any relevant classes you are enrolled in for the fall/spring semesters.
- Please indicate what skillsets and software you feel comfortable using and helping students use.
- Please also include your final GIS project(s) (poster or StoryMap) or other examples of your GIS, Stats, or data science projects.

Applications will be reviewed on a rolling basis with <u>a final application deadline of Sunday August 4, 2024.</u> Carolyn will be setting up ~30 minute interviews as applications come in and accepting applicants on a rolling basis until all positions are filled.

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

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