

## Dean's Fellowship for Information Analysis

The College of Organizational, Computational, and Information Sciences (COCIS) will award one Dean's Fellowship to an incoming onsite full-time Ph.D. in Library and Information Science student with outstanding qualifications in the Fall 2022 semester. Fellowships are designed to provide financial support to highly qualified graduate students, to enrich the student's experience through collaboration with faculty and staff, and to provide support for special projects.

The fellowship is twofold, consisting of a scholarship for tuition and an assistantship. For the assistantship, fellows are required to work 15 to 20 hours per week each semester, and are paid an hourly rate (\$18/hour). Recipients are selected based on their skills, experience, and interests to support the needs of the college.

The fellowship is a one-year fellowship, renewable for a second year contingent on academic standing and assistantship performance.

### Dean's Fellowship for Information Analysis Description (2022-2023)

The Dean's Fellow for Information Analysis will work closely with the Academic and Analytics Specialist, COCIS Dean, Division Directors, and COCIS Operations Director to collect, analyze, and interpret institutional data. Responsibilities will include data collection and "cleaning", producing data visualizations and statistical analyses, preparing reports and summaries, and supporting other information-related activities, such as responding to external surveys.

#### Responsibilities include:

- Maintain COCIS data resource library
- Update and improve COCIS data dashboards
- Support data mining and analysis needs for faculty promotion and tenure processes
- Work with Divisions and Operations teams to provide data for accreditation and accreditation annual reports
- Provide data analysis input and support for COCIS divisions
- Administer and analyze COCIS strategic plan survey and progress

#### Essential Qualifications:

- Enrolled full-time in the Ph.D. degree program
- Demonstrated mastery of Microsoft Excel and/or other data analytics tools
- Demonstrated strong written communication of central points
- Demonstrated ability to develop meaningful survey questions to collect meaningful data
- Demonstrated knowledge of basic statistics
- Eagerness to learn new tools and gain new skills

#### Preferred Qualifications:

- Knowledge of database management tools
- Experience with statistical software (such as R, SPSS, or SAS) and data visualization tools (such as Tableau, Infogram, or Plotly), or computer programming languages (such as Python, Processing, Java, or Scala)

**Award:** The scholarship award covers up to 36 credits for two academic years. For the assistantship, the fellow is required to work 15 hours per week as outlined below, and is paid an hourly rate of \$18.00.

**Appointment Length:** The successful candidate will be asked to make a three-semester commitment per year: Fall, Spring, and Summer semesters.

**Schedule:** Schedule is 15 hours per week. The Fellow's work schedule will be coordinated each semester based on the student's course schedule, and the school's needs. Occasional Saturday, Sunday, or evening work may be necessary.

**To Apply:** Submit a cover letter and resume to [slisadm@simmons.edu](mailto:slisadm@simmons.edu) by **March 4, 2022**.