

Dean's Fellowships

The College of Organizational, Computational and Information Sciences (COCIS) will award one Dean's Fellowships to an incoming full-time PhD Library Information Science (MSLIS) students with outstanding qualifications in the Fall 2023 semester. Fellowships are designed to provide financial support to select graduate students and 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. Recipients are selected based on their skills, experience and interests to support the needs of the college.

The fellowship is renewable for 1 year contingent on academic standing and assistantship performance.

The Dean's Fellow for Information Analysis 2023-2024 Description

The Dean's Fellow for Information Analysis will work closely with the Academic and Analytics Specialist, Dan, and Unit Directors 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, improve COCIS data dashboards
- Support data mining and analysis needs for faculty promotion and tenure processes
- Work with divisions and operations to provide data for accreditation and accreditation annual reports
- Provide data analysis input and support COCIS divisions
- Administer and analyze COCIS strategic plan survey and progress

Essential Qualifications:

- Demonstrated mastery of Excel and/or other data analytical 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
- Sense of humor

Preferred Requirements:

- Knowledge of database management tools
- Experience with statistical software (such as R 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 12 credits for the academic year, typically 6 credits in the fall and three credits in both the spring and summer semesters. If renewed, the total award shall not exceed 24 credits. For the assistantship, the fellow is required to work 20 hours per week as outlined below, and is paid an hourly rate of \$16.00.

Appointment Length: The successful candidate will be asked to make a three-semester commitment: Spring 2023, Fall 2023 and Summer 2023, with the strong possibility of renewal for a second year contingent upon satisfactory performance in the assistantship position and in the academic program.

Schedule: Schedule is 20 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.

Deadline: February 15, 2023

To apply, please email your current resume and letter of interest specifically addressing the requirements of the position to the contact below.

Email: slisadm@simmons.edu

Subject Line: The Dean's Fellow for Information Analysis