



Apply to be GCDD's IPSE Data Analyst!

The Georgia Council on Developmental Disabilities (GCDD) is seeking an individual to serve as its first Inclusive Post Secondary Education (IPSE) Data Analyst! This **paid, twelve-month part-time consultant role** is an exciting opportunity to support GCDD with **coordinating data collection** from each of Georgia's 10 IPSE colleges & universities, as well as with the professional alliance known as the Georgia Inclusive Post Secondary Education Consortium (GAIPSEC). This **10-hour per week** role will be responsible for basic data collection & analysis, data visualization, data organization, and associated relationship management. Basic website content updates (with training), alumni outreach, story collection, and other duties related to IPSE may be assigned as time allows and as the role develops. The IPSE Data Analyst will be a **consultant compensated at \$20 per hour for up to \$10,400 over 12 months**, paid once per month based on number of hours worked (up to 10 hours each week). **This role would be an excellent fit for graduate students (particularly those entering the disability, education, or public administration fields) seeking flexible part-time employment and experience with a state agency.**

The role will begin on October 1, 2024. **Applications are due on September 9th, 2024 by 11:59 PM.** For more information, please see the full position description below or email starr.bruner@gcdd.ga.gov.

Position Details

The IPSE Data Analyst's primary function will be to assist GCDD in collecting student & program data from each of the 10 IPSEs (which are housed at colleges & universities) in the state, as well as from the Georgia Inclusive Post Secondary Education Consortium (GAIPSEC). This will be a **primarily remote** consultant position. Given the virtual nature of the role, the IPSE Data Analyst must be readily available to GCDD's Inclusive Post Secondary Education & Employment Director and members of the IPSE community during their working hours, and be able to independently focus on completing assignments during the remainder of their working hours. **Applicants should have access to a private computer, telephone, reliable internet, and access to the Microsoft Office suite.**

The IPSE Data Analyst is a 10-hour per week commitment, beginning October 1, 2024. [Flexibility in scheduling is possible for a well-qualified candidate, though 2 regularly-scheduled hours per day, or one full day with an additional 2-hour work day per week may be preferable.] The rate of compensation for this role is \$20/hour, amounting to no more than \$10,400 over 12 months, paid monthly.

Applications will be accepted between August 9, 2024 and September 9, 2024. Virtual interviews for top candidates will be scheduled between September 9, 2024 and September 16, 2024.

Essential Responsibilities

Under the supervision of the Inclusive Post Secondary Education & Employment Director:

- Remotely collecting ongoing time-sensitive program and student data from each of Georgia's 10 inclusive post secondary education programs at institutions of higher education
- Organizing and critically evaluating existing data surveys
- Supporting data workgroup meetings with IPSE programs and the IPSE & Education Director
- Emailing or calling IPSE program directors and/or university staff in a courteous manner to ensure timely submission of data
- Perform basic data analysis from raw data (such as simple statistics and tracking trends)



- Transform raw data into visually appealing graphical representations (graphs, tables, charts, etc.) that present the information in the most compelling and persuasive format
- Developing organized systems to collect and store data from IPSE programs
- Maintaining relationships with IPSE contacts to notify of upcoming deadlines, offer technical assistance, and/or follow up on missed data submission deadlines
- Track data submissions from each IPSE program in an organized manner, including source, contact, method, and date/time of submission
- Collect and document limited pieces of one-time data from IPSE programs as needed
- Support the IPSE & Education Director in developing effective materials for data dissemination for a variety of target audience
- Schedule virtual meetings between the Inclusive Post Secondary Education & Employment Director and IPSE contacts as needed in the pursuit of data collection
- Attend virtual meetings with the Inclusive Post Secondary Education & Employment Director and/or the Georgia Inclusive Post Secondary Education Consortium when possible
- As time and the development of the position allows: basic content updates to the GAIPSEC.org website (*training provided*), and/or collecting student success stories from programs & alumni

Required Skills

- Must be a U.S. citizen located in the state of Georgia **
- Demonstrated mastery of Microsoft Word, Outlook, Excel, PowerPoint, and Zoom **
- Experience performing basic data analysis from raw data (*no SPSS/SAS/Python required*) **
- Experience transforming raw data into visually appealing graphics/tables/charts **
- Significant proficiency with Excel **
- Ability to work independently to manage a calendar with multiple deadlines & assignments
- Ability to request information by email or telephone in a courteous manner, track responses, and follow through until the data set is complete
- Reliability, friendliness, attention to detail, customer service skills, and critical thinking
- Prior professional or academic experience with data visualization and/or data analysis preferred
- Prior experience working in a virtual environment preferred
- Professional, academic, or lived experience in the disability field or public sector a plus

** Essential requirements for this role

GCDD is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, gender, gender identity or expression, sexual orientation, national origin, genetics, disability, age, or veteran status.

To Apply

Email Starr Bruner, Inclusive Post Secondary Education & Employment Director, at starr.bruner@gcdd.ga.gov by September 9th, 2024 at 11:59pm with resume and cover letter (of no more than one page) explaining why you would be a good fit for this position. Please use the subject line "IPSE Data Analyst: [Your First & Last Name]" and submit documents in PDF format.