

Title: Student Assistant - Analytics & Research Support

Duration: Summer & Fall 26, may be extended term by term

Introduction: Institutional Research & Analytics (IR&A) at California State University, Long Beach is seeking a student assistant to standardize Survey & State Reporting Processes. This "Survey & State Reporting Process Standardization Initiative" project is to develop comprehensive, standardized documentation for survey and reporting processes to improve consistency, accuracy, and efficiency in institutional reporting.

Major Responsibilities

- Document the purpose, scope, and requirements of recurring surveys and state-mandated data submissions.
- Map and describe end-to-end business processes for completing assigned reporting activities.
- Identify and document data sources, including relevant systems, databases, and reporting tools.
- Record step-by-step instructions for extracting, validating, and preparing data (including specific system queries where applicable)
- Collaborate with Institutional Research analysts to gather requirements and verify process accuracy.
- Organize documentation into clear, user-friendly formats (e.g., process guides, checklists, and standard operating procedures)
- Assist in identifying opportunities to streamline and standardize reporting workflows.
- Support version control and updates to documentation as processes evolve.

Qualifications:

- At least three semesters or more away from graduating with a bachelor's or master's degree in computer science/engineering, mathematics, business, design or related field (equivalent experience will be considered).
- Must be a current undergraduate or graduate level student enrolled during employment.
- Strong written communication and technical documentation skills
- Attention to detail and ability to translate complex processes into clear instructions.
- Organizational skills and ability to manage multiple tasks.
- Basic familiarity with data concepts (e.g., spreadsheets, databases, or reporting tools)
- Ability to work independently and collaboratively.

Preferred Qualifications

- Experience with process documentation, technical writing, or workflow mapping
- Familiarity with SQL or other data query tools
- Experience working with institutional data systems or administrative data.
- Interest in higher education data, research, or analytics

Compensation

The hourly rate is \$18.00.

How to Apply: Applicants should **submit a cover letter and resume describing relevant qualifications** via e-mail to {Tammy.Dupuy@csulb.edu}. The Office of Institutional Research & Analytics is located in Brotman Hall, Room 133, 1250 Bellflower Blvd., Long Beach, CA 90840. The position works around class schedules 20 hours max/week during semester and 40 hours max on breaks.