**Graduate Internship Programme – Job Description**

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| **Job title** | Data Analyst (LIB1) |
| **School / Department** | Library Services |
| **Line manager who the intern will report to** | Lenka Shipton |
| **Is this role hybrid working or permanently onsite at UWL?** | Hybrid working |

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| **Please provide a one sentence description for advertising the role on the GI website** |
| The Library Services are looking for a data analyst with SQL knowledge to help us set up automated data collection points and use data visualising software to effectively tell a story with the Service’s collected data. |

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| **Main purpose of the job** |
| The aim of the internship is for the post holder to gain employability skills and experience of working in a professional working environment and an understanding of aspects of the business.  To provide technical and curriculum support, demonstration and supervision for the technical facilities, and equipment for the Library Services team. This includes the set-up, maintenance of resources and equipment, and the provision of technical assistance to students and academic staff.  The post holder will work as part of a team to enable the effective operation and delivery of technical support and services in the school and to actively promote the services and cross-disciplinary working.  Graduate Interns will be supported throughout their internship with a programme of development and evaluation. |

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| **What you will gain from this internship** |
| * Experience in querying a complex system using SQL to retrieve data. * Experience in setting up automated data collection points (SUSHI). * Experience in setting up data dashboards using data visualising tools. * Experience of working in a team. * Experience in communicating technical issues and details to a non-technical audience. |

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| **Key areas of responsibility** |
| * Setting up automated data collection points (SUSHI). * Setting up data dashboards. * Creating reports using SQL. * Analysing collected data. |

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| **Skills/knowledge required** |
| * SQL knowledge. * Analytical and problem-solving skills. * Communication skills, both written and oral. * Data analysis skills. |

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| **Recruitment criteria** |
| Graduate must have completed an undergraduate degree, BA/BMus/BSc/BEng/LLB etc. and be from the summer graduating class of June/July 2023. |

Updated: Jan 2024