UIS Advising Center

Street Address: One University Plaza, BRK 472, Springfield, IL 62703

Phone number: 217.206.7471   Fax number: 217.206.7475

Email Address: studentsuccess@uis.edu

Agency Contact: Carmalita Kemayo, Early Alert Advisor

How should students contact this agency? Email

How should students submit cover letters and resumes? Email

General Description of agency or business
The Advising Center is an academic unit supporting primarily 1st and 2nd year students and those still deciding their academic major field of study. We utilize a student retention software program to monitor academic progress.

Internship or Job Description
Data Integration Internship
-Convert raw data to numeric values
-Prepare data files for integration
-Assure data integrity
-Create reports, including graphs, charts, and tables
-Will work closely with Early Alert Advisor

Basic student learning anticipated
This position is ideal for an upper level student majoring in ACC, CSC, MAT, or MIS. Intern will increase knowledge of organizational data collection, analysis, and management. Intern will increase skills working with Excel, Access, and SPSS applications (prior experience recommended). Intern will increase analytic and problem-solving skills to produce data-driven organizational decisions.

Hours per week: Up to 10

Number of weeks: 15

Position Available: Spring 2013, may be extended into Summer 2013

Unpaid/academic credit: 3-6 hrs

20 December 2012