

I Education Justice Project

EJP Data Stewardship Team

The mission of the Education Justice project is to build a model college-in-prison program that demonstrates the positive impacts of higher education upon incarcerated people, the communities from which they come, the host institution, and society as a whole.

EJP is looking for dynamic, organized, and results-driven individuals to form part of our Data Stewardship Team. Members are responsible for creating and maintaining EJP databases and other tasks related to recording and analyzing quantitative data associated with our work. This position is based on campus and it is not necessary to seek prison clearance. Work is done virtually.

Examples of responsibilities that are shared among team members:

- Create visualizations of quantitative data;
 - Help other EJP members understand data;
 - Create guides for operation of specific EJP databases;
 - Train interns and others on database systems;
 - Summarize data and run reports as needed;
- You can find examples of recent visualizations at the end of this job description.*

All team members are required to:

- Attend weekly team meetings, currently on Wednesdays at 2pm
- Strive to become engaged in the EJP community

Position Requirements

- Advanced user of Office Suite or Tableau;
- Able to manipulate data and create charts, graphs, and pivot tables from Excel and open source software;
- Able to interpret, analyze, and present data;
- Experience processing, filtering, and presenting insights around data sets;
- Commitment to social justice;
- Excellent verbal and written communication skills;

Preferred Skills

- knowledge of SQL scripting for analysis and reporting

Team members typically work between 5 – 10 hours/week on average. Please note that team meetings are currently on Wednesdays from 2 – 3pm Central. Please do not apply if your schedule will not allow you to regularly attend those meetings.

It's possible to not work in a given week and to put in extra hours the following week—in other words, the position offers flexibility to accommodate a person's schedule.

While this is primarily a technical position, our expectation is that all EJP members will take advantage of offered opportunities to learn about criminal justice and incarceration and consider themselves a valued part of the wider EJP community.

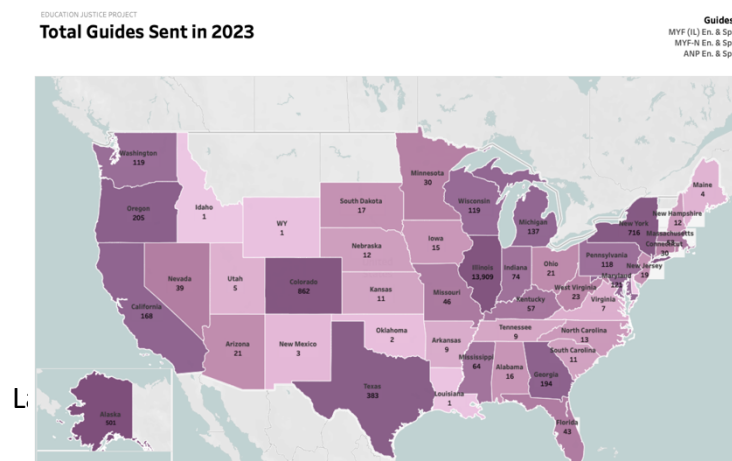
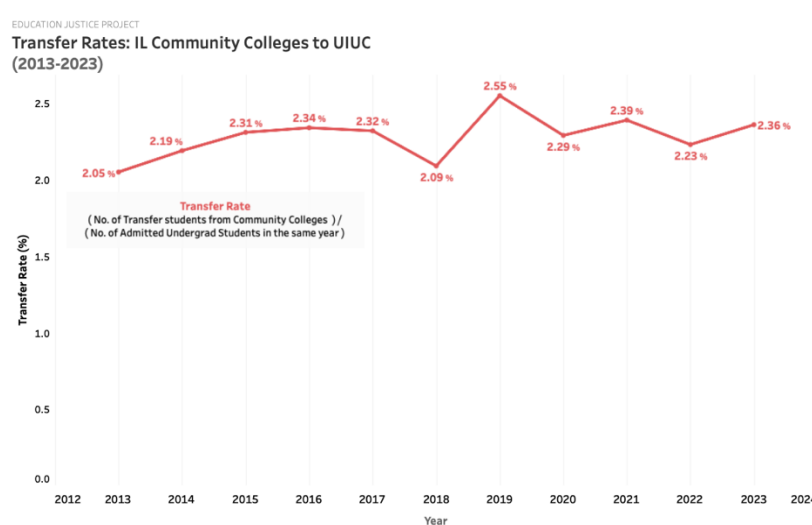
Compensation

Starts at \$25/hour for Masters students and \$26/hour for PhD students. This job is especially well suited for a grad student, but others are welcome to apply as well.

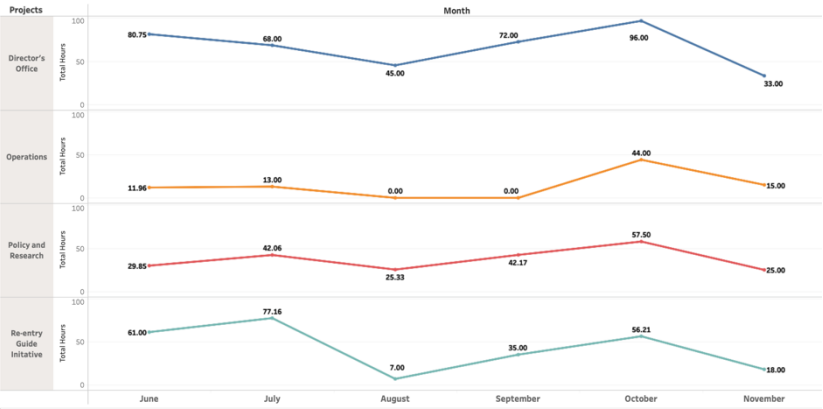
To Apply

Please send a CV / resume and cover letter to info@educationjustice.net. We seek to hire two additional team members and the position will remain open until filled.

Examples of Visualizations Produced by the Data Stewardship Team



Monthly Tracker - Total Number of Hours Dedicated by Interns for Projects
(June 2023 - November 2023)



Major Donor Trends
2019-2023

