Job Title: Data Acquisition and Analysis Coordinator  
Pay Rate: $12.73  
Openings: 1  
Weekly Hours: 
- 1 Thursday, Friday, OR Saturday night (7:00pm-4:00am)  
- 8-set office hours per week (W-F, normal business hours)  
- Thursday and Friday from 4:00-5:00pm  
- Some Sundays from 12:00-2:00pm  
- Occasional Thursdays from 3:00-7:00pm and Fridays from 1:00-5:00pm  
- Must be available for Fall 2020 Staff Training on August 19-21, 2020 from 8am – 5pm  

Hours/Week: 20  
Begin Date: Minimal training in April or May 2020. Full position starts August 19, 2020  
Accountable to: RamRide Graduate Assistant and Program Coordinator of Off Campus Life  
Application Submission Date: Rolling  

Data Acquisition and Analysis Coordinator Position Description:  
The Data Acquisition and Analysis Coordinator (DAAC) is responsible for collecting and analyzing all data for RamRide. The DAAC is also responsible for providing data when requested and using data to look for program improvements. All coordinators are also responsible for co-leading one nightly operation each week (Thursday, Friday, or Saturday) in accordance with all RamRide policies and procedures, three weekends a month. Coordinators are also required to work some Thursday and Friday afternoons to help with RamRide FoodOps or vehicle pick up. During nightly operations, two coordinators on duty will co-lead ambassador training, assist in checking in all student ambassadors, vehicle assignments, and other nightly operation duties. All coordinators will meet with the Graduate Assistant bi-weekly to receive feedback on performance during nightly operations and project progress.

Position-Specific Job Duties
- Collect current sets of weekly operational data from RamRide dispatch system  
- Understand RamRide systems in order to best know how to acquire data as needed  
- Continuously analyze collected data in previously defined and new innovative ways to look for program improvements  
- Generate data visuals as needed  
- Send weekly emails to groups detailing the night they volunteered  
- Send semester update to staff reviewing the last semester from a data standpoint  
- Responsible for contacting Double Map, the company that manages RamRide’s app and dispatch system  
- Maintaining RamRide app and phone messages  
- Work a minimum of eight (8) office hours per week  
- Other duties as assigned by the Graduate Assistant

All Student Staff Responsibilities:  
- Work nightly operations one night per week (Thursday, Friday, or Saturday), three weekends per month  
- Work food operations one day per week (Thursday or Friday)  
- Train ambassadors on RamRide’s policies and procedures during RamRide nightly operations using provided training presentation, to be evaluated 1-2 times per semester  
- Assist in transporting cars to and from Motorpool every Thursday and Friday, 4:00pm-5:00pm, and returning the vehicles to Motorpool on some Sundays, 12:00pm-2:00pm  
- Be a positive representative of RamRide by following all policies and procedures, and maintaining a professional image while on duty
• Report to the scenes of any accidents or incidents, and ensure all accident/incident reports submitted are accurately completed and detailed
• Assist students who visit the RamRide office to ask questions about serving as a RamRide ambassador, sign contracts, submit documentation, etc.
• Maintain a work area that is professional and conducive to an aesthetically pleasing office environment as well as the work of other members of the department
• Write an end-of-year transition report that encompasses all work completed during the time in the position including, but not limited to, program planning and post-event reports, important documents, emails, etc.
• Present a professional image of RamRide to CSU students, faculty, staff, and Fort Collins community members
• Be a responsible steward of the RamRide Program student fee
• Follow all Colorado State University policies, including, but not limited to, the Student Code of Conduct

Minimum Qualifications:
• Familiar with how to operate Excel
• Problem solving ability
• Ability to learn and understand new computer systems
• Be accepted for enrollment as a regular degree-seeking student at Colorado State University, carrying at least one credit per term during the academic year
• Currently have a cumulative GPA of no less than 2.5
• Be in good academic and disciplinary standing according to Colorado State University standards
• Must be able to commit to the position for at least one year
• Have a valid driver’s license, automobile insurance, and your own reliable form of motor vehicle transportation
• Ability to execute and follow safety procedures
• Ability to effectively work late night/early morning hours
• Demonstrate the ability to work effectively both individually and on a team
• Effective oral and written communication and interpersonal skills both in person and over the phone
• Ability to accept and provide constructive feedback
• Demonstrated experience providing customer service in a work or volunteer setting

Preferred Qualifications:
• A cumulative GPA of 3.0
• Experience speaking in front of large groups of people
• Experience handling sensitive and/or confidential information
• Past experience volunteering with RamRide
• Ability to work in a fast-paced, and at times, chaotic environment
• Ability to take an initiative in completing tasks
• Technical experience

How to Apply:
Please submit the following information to Bri Colon, Bri.Colon@colostate.edu. Questions, please call Bri at (970) 491-2248. Work study and non-work study are welcome to apply.

Colorado State University may conduct background checks on all final candidates.
1. Current resume
2. Three (3) professional references (including email addresses and phone numbers)
3. Letter or email stating your interest and specific qualifications for the position
4. Fall 2020 class schedule (if obtained)
5. List of co-curricular commitments, anticipated internships, study abroad intentions, etc.

Click here to learn more about why our staff love working at Off-Campus Life!
https://ocl.colostate.edu/about/employment/

RamRide and Colorado State University are equal opportunity employers. Positions, if offered, are pending the results of a background check.