

System Involvement Analyst



Position Overview

The **System Involvement Analyst** will support the Office of Student Life by managing student involvement content and data on the Involve platform. This role is for a detail-oriented student who can ensure accurate records, generate reports, and help improve platform engagement and functionality.

Eligibility Requirements

1. A current undergraduate student in good academic and disciplinary standing
2. Maintain a minimum 3.0 cumulative GPA
3. Profess Jesus Christ as Lord
4. Committed to living a consistent life of Christian witness on and off campus, representing Christ and Olivet

Preferred Qualifications

- Sophomore or Junior majoring in MIS or Computer Science, in good academic standing.
- Proficient in Excel, data management, and reporting (Excel certification a plus).
- Detail-oriented, accurate, and efficient in handling data.
- Strong problem-solving and troubleshooting skills.
- Engaging communicator with teamwork abilities.

Focused Efforts

- Manage and update student involvement records while ensuring data accuracy and security.
- Use Excel and reporting tools to track engagement trends and prepare reports for stakeholders.
- Troubleshoot system issues, assist users and provide training on Involve.
- Design, distribute, and analyze surveys to support Student Life initiatives.
- Collaborate with Student Life, IT, and Modern Campus to enhance platform efficiency.

Reporting

Office of Student Life

- Dean of Student Life, Kathy Steinacker
- Director of Student Involvement, Chelsea Speas

Standing Meetings

- Dean of Student Life, Kathy Steinacker, as needed
- ONU IT consults, as needed

Compensation

Compensation is \$15 per hour. Regular commitment is required. Weekly hours are not to exceed 10, with exceptions approved by the Dean of Student Life.

Additional Notes

Collaborates with Student Life to support data management and engagement.

Gains hands-on experience in data management, reporting, and system optimization.

Offers mentorship, training, and career development opportunities.

Responsibilities may evolve, with advance notice of changes.