



Merrick School of Business, Office of the Dean  
Graduate Assistantship – Assistant Dean’s Office

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**Fall 2022**

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**The position is for a Graduate student to sharpen data analysis and communication skills in the Office of the Dean at the Merrick School of Business.**

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**Description:**

- Assist the Assistant Dean with research, data analytics and other duties
- 20 hours per week during the academic year; must be able to work on campus
- Opportunity to work additional hours during the Summer (Jun, Jul, and Aug)

**Key duties and responsibilities:**

- Data entry and reconciliation for the Digital Measures database
- Research and data analysis related to reporting requirements
- Communication with faculty regarding Digital Measures information
- Activities related to AACSB accreditation; and
- Other general office responsibilities and activities that support recruitment and retention.

**Qualifications:**

- Must be working toward a graduate degree at the University of Baltimore;
- A strong academic record;
- Knowledge and understanding of a professional working environment;
- Critical thinking and analytical skills, being proactive to learn and to identify and resolve problems;
- Detail-oriented and be able to work independently;
- Strong writing and communication skills; and
- Must have strong knowledge of Microsoft Excel, Word, and PowerPoint.

**Note:**

- Applicants must be able to make a one to a two-year commitment to this position.
- MBA Data Analytics program students strongly encouraged to apply but all MSB graduate programs are welcome

To apply, please complete the application process via UBWorks.