The Department of Environmental Health and Safety (EH&S) is currently seeking to hire a temporary Personal Protective Equipment (PPE) Survey, Interview and Data Analyst position to support the Strategic Initiatives & Communication group within EH&S.

To apply, send a cover letter and resume to Heather Perry: hperry@stanford.edu

**JOB PURPOSE:**

The Department of Environmental Health and Safety (EH&S) supports and advances the teaching, learning, and research activities of Stanford University by providing and coordinating programs and services that foster a safe and healthy campus community. Under general supervision, the PPE & Data Survey, Interview and Analyst supports data collection and analysis needed to determine effectiveness of enhanced PPE outreach efforts and to increase data management support to EH&S programs.

**CORE DUTIES:**

- Perform surveys and make observations of use of personal protective equipment (PPE) in laboratories, shops and other locations
- Interview laboratory staff regarding PPE use to enhance understanding of barriers to compliance
- Collect and document findings of above observations and interviews
- Assist with collection and management of department data including design/construction of data collection tools, data entry, QA/QC, and formatting for use with database and Business Intelligence platforms
- Other duties may also be assigned

**MINIMUM REQUIREMENTS:**

**Education & Experience:**

Actively working towards a degree in arts/science in Anthropology, Sociology, Statistics, Economics, Management Science Engineering or related field.

**Knowledge, Skills and Abilities:**

The successful candidate must be able to demonstrate basic understanding of knowledge related to data analytics and the following qualities:

- Ability to take initiative and to think critically and creatively about both individual situations and elements of the PPE program. Ability to work successfully both independently with minimal supervision and as a member of a team
Excellent communication skills in English and the ability to present information clearly and succinctly verbally, in writing, and in presentations. Ability to explain technical concepts clearly and concisely.

Excellent organizational skills, as demonstrated by the ability to manage competing priorities efficiently and to work well under pressure in a fast-paced, multi-tasking environment. Ability to tolerate ambiguity with patience and good will.

Excellent attention to detail and thoroughness in accomplishing assigned tasks; pride in performing the job correctly and completely.

Proficiency in using Microsoft Office software, including Word, Excel, PowerPoint, and Outlook in a Windows-based environment.

Valid non-commercial California Driver’s License or willingness to obtain and maintain one.

**SCHEDULE EXPECTATIONS:**

Monday, June 10, 2019 is an ideal start date, and the position will last approximately 4 months. The Data Analyst is expected to work 40 hours a week. Our location on campus is at 484 Oak Road, Stanford, California 94305.