



TEXAS A&M UNIVERSITY

College of  
Architecture

# Part-time Position Application

**Position Title:** Texas Freedom Colonies Program Data Analyst

*Instructions to Applicants: Applications received by Texas A&M University must have all job application data entered. Failure to provide all job application data or a complete resume could result in an invalid submission and a rejected application. We encourage all applicants to include a resume and cover letter.*

*Due to Texas A&M University rules and regulations, student employees can work a maximum of 29.75 hours per week. All applicants are subject to a criminal history investigation, and employment is contingent upon the completion of the criminal history check. Employees may not start working until cleared by Business Office.*

## JOB DETAILS

### JOB DESCRIPTION SUMMARY

The Freedom Colonies Program is an initiative of the Center for Housing and Urban Development. The Program is growing quickly and gaining national media attention. This position will be a master's or PhD-level student who will serve as a GIS Analyst/Digital Humanities assistant to our current Research Director. The new staff member will support management, user support, research, and demonstration of an interactive atlas of historic African American settlements in Texas and the project websites. They must be comfortably interested in the content and mission of the Project.

The Analyst will work with various data forms (text, archival, scanned documents, census data, images, video) collected by team members from students, the public, and descendants of these historic places. The Analyst develops user and demonstration materials, database organization, makes presentations, and generates maps and analysis for publications.

The Analyst will be responsible for working with the public, the Director, staff, and student research team members. The database supporting the ArcGIS atlas requires ongoing maintenance, updates, and modification of supporting surveys. The Project's team accesses the database to perform analysis, engaged research, and conference presentations. The Analyst will help develop user-friendly technologies to program and create a relational database, manage the surveys used to crowdsource public data, and create new surveys as needed. They will manage data flows from various sources and make regular reports on trends, engagement with the Atlas, and changes in data. The Analyst will also create content for instructional materials and videos to teach the public to use the Atlas. They must feel comfortable with technical and academic writing for various audiences. The Analyst is also responsible for supporting the transition of the current website to a new platform.

Note: The ideal applicant will have an interest in social justice, digital humanities, public engagement, and African American history. Further, the ideal candidate's master's or doctoral research is similar in content or method to that of The Texas Freedom Colonies Project.

**Hourly Wage:** \$15.00

**Approximate Hours Per Week:** 20



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## QUALIFICATIONS

Graduate students able to commit more than a semester to the project and be enrolled in the College of Architecture, Geosciences, Computer Science, and the College of Liberal Arts.

Strong writing skills (sample will be requested)

Strong customer service skills (responsive)

MS Access and MS Excel

Familiarity with database management

Basic experience in web design (WordPress & Blogger)

Independent self-starter also comfortable working in teams

Organization skills

Strong researcher

Proficiency in Tableau, ArcGIS online, and at least intermediate experience with StoryMap

Able to use Google Drive to store and share information

Preferred:

Languages & Frameworks: Python, R, SQL, Java,

Tools and Databases: Tableau, PowerBI, Git, MySQL, SQLServer

Interested in historic preservation, cultural landscape, heritage, land use management, community engagement, digital humanities, urban planning, social justice, African-American history, Texas History.

## LEARNING OUTCOMES

Build collaborative relationships with colleagues and customers representing diverse cultures, races, ages, genders, religions, lifestyles, and viewpoints. Intermediate understanding of historic preservation and heritage conservation issues facing communities of color. Gain intermediate knowledge of African American's contribution to urban planning and public history in Texas. Demonstrate personal accountability and effective work habits, e.g., punctuality, working productively with others, and time workload management.

## HOW TO APPLY

Please make a writing and data visualization sample (map) available along with a resume and brief explanation of why you are interested in the position. Send completed application to Andrea Roberts at [aroberts318@tamu.edu](mailto:aroberts318@tamu.edu) with subject line "Texas Freedom Data Analyst Application."



## PART-TIME JOB APPLICATION

### PERSONAL INFORMATION:

Full Name: \_\_\_\_\_

UIN: \_\_\_\_\_

Email Address: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

### CURRENT EMPLOYMENT

Are you currently employed by Texas A&M University?  Yes  No

If so, what department? \_\_\_\_\_

### AVAILABILITY

Date You Can Begin: \_\_\_\_\_

What times are you available to work?

Day of the Week	Hours Available to Work
Monday	
Tuesday	
Wednesday	
Thursday	
Friday	
Saturday	
Sunday	