



# You're Hired... ...Now What?



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# Summary of Presentation

- First Six Months
  - Helping to build a solid foundation
- Next Six Months
  - Reinforcing the solid foundation
- One to Four Years
  - Advancing the foundation



# First Six Months... Building the Foundations



# Understanding Your Data

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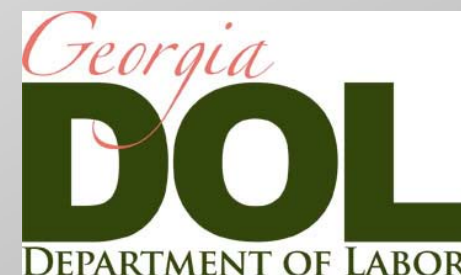
- Institutional definitions
- Structured data
  - Nominal, ordinal, interval, and ratio
- Unstructured data
  - Comments from surveys
  - Faculty vitas
  - Literature review





# Retrieving Data

- Institutional data
- IPEDS, NCES
- State Board Of Regents (BOR)
- Department of Education (DOE)
- U.S. Census Data
- Occupation Outlook Handbook (OOH)
- Department of Labor (DOL)

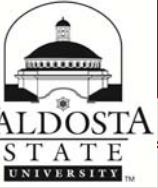


# Excel: Shortcuts & Formulas

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- SUM, AVERAGE, COUNT, MIN, MAX
- ROUNDDOWN, ROUNDUP
- VLOOKUP
- CONCATENATE
- CTRL + C                      CTRL + V
- CTRL + ↑                      CTRL + ↓
- CTRL SHFT + ↑              CTRL SHFT + ↓
- F4





# Excel: PivotTables

Semester	Student ID	Name	Student Class	Student Level	Gender
Fall 2013	VSU10001	Aladdin	Graduate	Graduate	Female
Fall 2013	VSU10002	Arthur	Junior	Undergraduate	Male
Fall 2013	VSU10003	Big Bad Wolf	Senior	Undergraduate	Female
Fall 2013	VSU10004	Captain Hook	Graduate	Graduate	Female
Fall 2013	VSU10005	Chief Powhatan	Graduate	Graduate	Female
Fall 2013	VSU10006	Cobra Bubbles	Senior	Undergraduate	Male
Fall 2013	VSU10007	Donald Duck	Doctoral	Graduate	Male
Fall 2013	VSU10008	Dopey	Junior	Undergraduate	Female
Fall 2013	VSU10009	Eeyore	Graduate	Graduate	Female
Fall 2013	VSU10010	Elsa	Graduate	Graduate	Female
Fall 2013	VSU10011	Flounder	Graduate	Graduate	Female
Fall 2013	VSU10012	Goofy	Graduate	Graduate	Female
Fall 2013	VSU10013	Grumpy	Graduate	Graduate	Female
Fall 2013	VSU10014	Hercules	Sophomore	Undergraduate	Male
Fall 2013	VSU10015	Lady	Doctoral	Graduate	Female
Fall 2013	VSU10016	Minnie	Junior	Undergraduate	Female
Fall 2013	VSU10017	Mickey	Graduate	Graduate	Female
Fall 2013	VSU10018	Peter Pan	Doctoral	Graduate	Male
Fall 2013	VSU10019	Pocahontas	Graduate	Graduate	Male
Fall 2013	VSU10020	Rapunzel	Graduate	Graduate	Female
Fall 2013	VSU10021	Snow White	Freshman	Undergraduate	Female
Fall 2013	VSU10022	Sneezy	Graduate	Graduate	Female
Fall 2013	VSU10023	Tigger	Graduate	Graduate	Female
Fall 2013	VSU10024	Tinker Bell	Senior	Undergraduate	Female

- Simply summarize & sort data
- Quickly identify trends

Count of Student ID	Column Labels	Fall 2013	Spring 2014	Summer 2014	Fall 2014	Grand Total
<b>Undergraduate</b>		<b>9,712</b>	<b>9,157</b>	<b>3,436</b>	<b>9,312</b>	<b>31,617</b>
Freshman		2,730	1,939	409	2,521	7,599
Junior		2,091	2,155	923	2,162	7,331
Senior		2,735	2,881	1,548	2,578	9,742
Sophomore		2,156	2,182	556	2,051	6,945
<b>Graduate</b>		<b>2,170</b>	<b>2,111</b>	<b>1,641</b>	<b>2,238</b>	<b>8,160</b>
Graduate		1,726	1,684	1,336	1,755	6,501
Doctoral		444	427	305	483	1,659
<b>Grand Total</b>		<b>11,882</b>	<b>11,268</b>	<b>5,077</b>	<b>11,550</b>	<b>39,777</b>



# Excel: Formatting & Charts

- Format Painter
- Fill Handle
- Columns & Rows
  - Adjusting Width
  - Add/Delete
  - Text Formatting
- Professionalism
  - Tables vs. Charts
  - Fonts and Colors

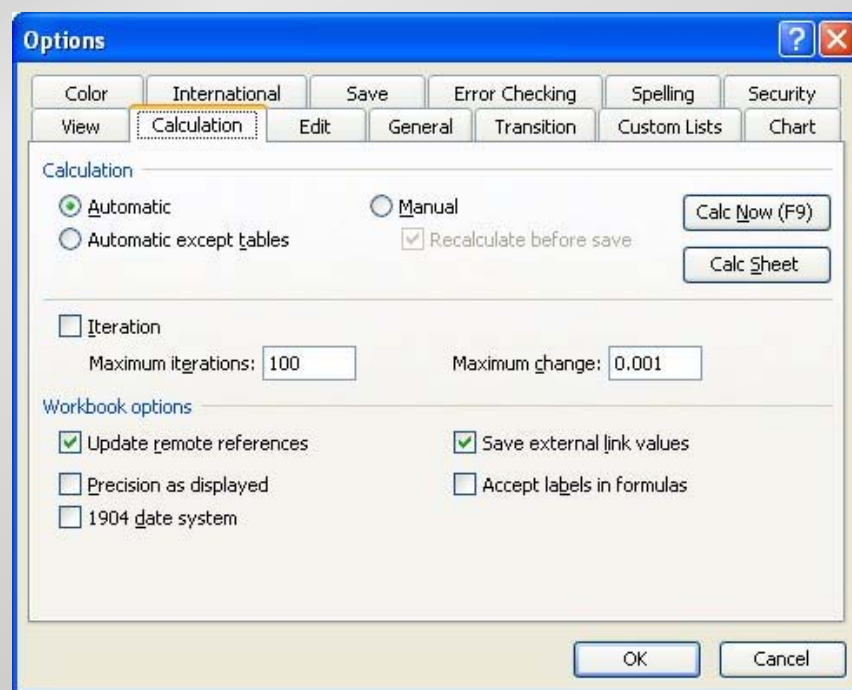
Count of Stud	Column Labels				
Row Labels	201308	201402	201405	####	Grand Total
Undergraduate	9712	9157	3436	9312	31617
Female	5765	5425	2128	5504	18822
Male	3947	3732	1308	3808	12795
Graduate	2170	2111	1641	2238	8160
Female	1524	1484	1157	1571	5736
Male	646	627	484	667	2424
Grand Total	11882	11268	5077	####	39777

Student Enrollment by Level and Gender, Fall 2013 to Fall 2014					
Student Level & Gender	Fall 2013	Spring 2014	Summer 2014	Fall 2014	Total
<b>Undergraduate</b>	<b>9,712</b>	<b>9,157</b>	<b>3,436</b>	<b>9,312</b>	<b>31,617</b>
Female	5,765	5,425	2,128	5,504	18,822
Male	3,947	3,732	1,308	3,808	12,795
<b>Graduate</b>	<b>2,170</b>	<b>2,111</b>	<b>1,641</b>	<b>2,238</b>	<b>8,160</b>
Female	1,524	1,484	1,157	1,571	5,736
Male	646	627	484	667	2,424
<b>Total</b>	<b>11,882</b>	<b>11,268</b>	<b>5,077</b>	<b>11,550</b>	<b>39,777</b>
Female	7,289	6,909	3,285	7,075	24,558
Male	4,593	4,359	1,792	4,475	15,219



# Excel: Tips and Tricks

- Wrapping text: Inserting a new line inside an Excel cell
- Removing duplicates
- Creating custom views
- Freeze panes
- Quick access toolbar
- Filtering & recalculation
- Softcoding vs. Hardcoding







# Next Six Months... Reinforcing the Foundation





# Streamlining Preparation

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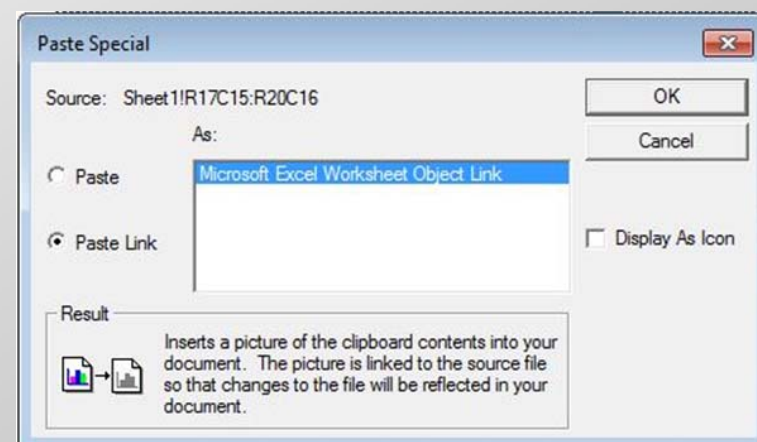
- Data Prep
- Helpful formulas: VLOOKUP, IF statements
- Analysis using Pivot Tables
  - Easily manipulated and changed
- Charts vs. Graphs
  - Easily visible and understandable
  - Simplify graphs





# Publications

- Newsletters: Enrollment, Faculty & Staff, Credit Hours
- Analyze data
  - Create charts & graphs using PivotTables
  - Creating a template
  - Linking charts and graphs from Microsoft through “Paste Special” Option
  - Create/update procedures guide with notes and steps





# Publications

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- Fact Book
  - Deadline checklist for each section
    - Templates for sections to be emailed outside the office
    - Use previous year as template
  - Pasting charts and graphs into Microsoft Publisher using “Paste Special”





# Surveys

- Streamline process to complete external surveys
  - Excel “database” linking all major external surveys
- Linking documents helps with efficiency
  - Uses previously entered information
  - Easily updated
  - Quickens proofreading

The screenshot shows a web interface for managing external surveys. At the top is a green header with the text "External Surveys". Below this is a dark grey box with a green header that says "What Survey are you working on?". Underneath, there is a grid of green buttons, each representing a different survey organization. The buttons are arranged in two columns and seven rows. The first row has two buttons: "CollegeBoard" and "Peterson's". The second row has "Merritt Research" and "ACT IDQ". The third row has "Moody" and "Wintergreen Orchard House". The fourth row has "SACS Institutional Profile" and "U.S. News & World Report". The fifth row has "Princeton Review CDS" and "SACS Financial Profile". The sixth row has "Princeton Review RDS" and is empty on the right side.

External Surveys	
What Survey are you working on?	
CollegeBoard	Peterson's
Merritt Research	ACT IDQ
Moody	Wintergreen Orchard House
SACS Institutional Profile	U.S. News & World Report
Princeton Review CDS	SACS Financial Profile
Princeton Review RDS	



# Surveys

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- Survey analysis using SPSS
  - Syntax allows the same program to be run multiple times
    - Easily updated to add in a variable or remove a section
  - Syntax allows for quick analysis of data sets once loaded into SPSS
    - Can filter and run analyses independently
  - Example: New Student Orientation
    - 8 session dates
      - Syntax allowed for full SPSS analysis of all sessions in around an hour



# Time Management

- Deadlines
  - “To Do Lists” within each area
  - Balancing high priority requests with ad-hoc requests
  - Daily balancing time spent within projects
  - Accountability within the office





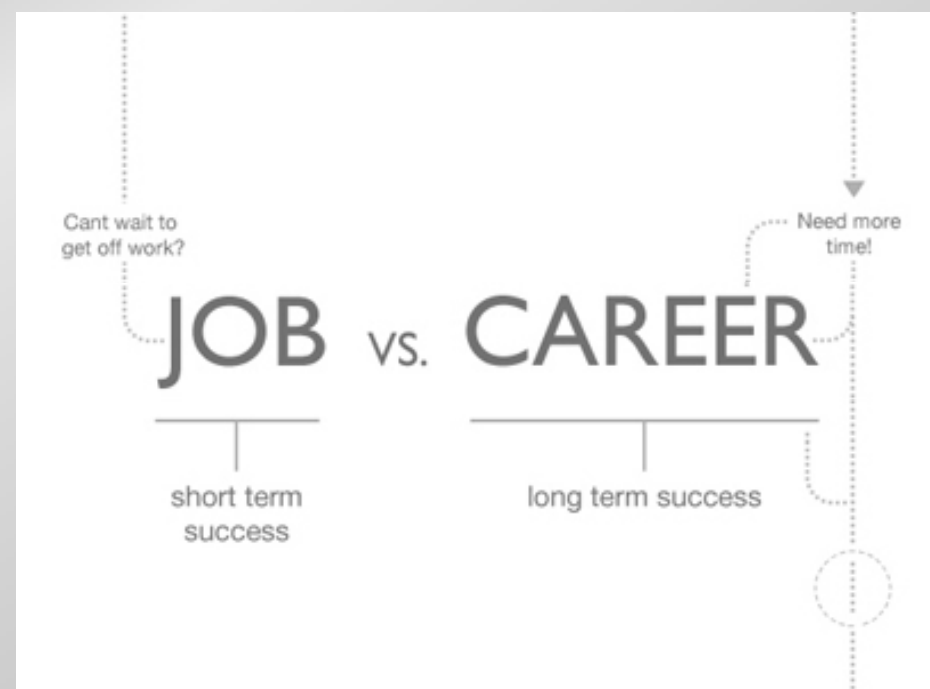
# One to Four Years... Advancing Your Skills





# Career Question

- Is this the job that turns into your career?
- Are you satisfied being a behind the scenes worker?
- Are you satisfied not seeing immediate results or impact from a project?
- Are you in it for the “long haul”?



# Excel

- Become an Excel guru:
  - Learn from the colleague
  - Give them the credit too
  - Google/YouTube it
  - Practice the skill
- Tips to learn:
  - Nesting formulas
  - New formulas/shortcuts
  - Streamline complex projects
  - Use formulas for validation



```
=VLOOKUP(A3,'Fall 2014'!$A:$B,2,FALSE)
```

```
=IF(A3<12,"PT",  
IF(A3>=12,"FT","Check"))
```

```
=IFERROR(A3,0)
```



**Financials**

**Students**

**Human  
Resources**

# Data Tips

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- The data fits within the university setting
- Easily recognized the types of data
- Never perform analyze on original data
- Keep in mind the question or data request
- Make sure data is clean
- Always check and validate your data manipulations before analyzing it



# Networking with Colleagues

- Office Colleagues
  - Learn tips and tricks
  - Approach a task
- Colleagues from other institutions
  - A must within the field
  - Bounce ideas
  - Share processes



# Learn New Applicable Skills

- Statistical Package:
  - SPSS
  - SAS
  - Stata
  - Rstudio
- SQL
- Courses on statistics
- Multitasking effectively and efficiently



R Studio





# Balance

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# Conclusion

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- First six months: Learning the basics
  - Internet research
  - Basic data manipulations and analyses
- Next six months: Advancing and reinforcing the basics
  - Developing speed and accuracy in projects
  - Time management in projects becomes a key
- Advancing skills
  - Data, Data, Data—begin to know it
  - Learn new skills within the field



# Comments and Questions

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