

Data and Insight Assistant

Reports to: Communications & Marketing Manager

Salary: £14.80 per hour (London Living Wage)

Hours: 10 – 20 hours per week

Location: Normally located on the MDX Hendon Campus, North London Application

Closing date: Friday 6th March, 12pm

Interview date: Thursday 12th March

Eligibility: Be a current MDX Uni student

The Role

We are looking for a student to join MDXSU as a Data and Insight Assistant. This role supports the Communications & Insight team's work by helping collect, organise and analyse student feedback and engagement.

Your work will help MDXSU better understand students' experiences and improve the services, events and support we provide as a Students' Union.

This is a great opportunity for students interested in research, data, communications, or strategy.

Key Responsibilities

- Support the collection and organisation of student feedback and engagement data
- Help maintain and update internal data trackers and dashboards
- Analyse survey results and event data to identify trends and insights
- Produce simple summaries and visualisations of data to share with students and staff
- Support projects that aim to improve the student experience using insight
- Assist teams in understanding how students engage with SU services and activities

Skills and Experience

We're looking for a student who:

- Is confident working with data and spreadsheets
- Has strong attention to detail
- Can identify patterns or trends in information
- Is able to communicate findings clearly
- Is organised and able to manage small tasks independently
- Has an interest in research, insight, or improving the student experience at MDX

How to apply:

Complete the [Expression of Interest form](#) to apply for this role - <https://wkf.ms/30Hcc14>