

Consular Overseas Data Collection Analysis and Reporting



Project Title	Consular Overseas Data Collection Analysis and Reporting
Project Summary	The Consular Overseas Data Collection (CODaC) captures data about how Foreign Service Officers and Locally Employed Staff allocate their time to the different consular services at posts overseas. We are seeking someone to analyze statistical data and generate data visualization reports from the data
Country	United States
Agency	Department of State
DoS Office	CA/C
Post	N/A
Section	N/A
Number of Interns	2

Project Description

CODaC surveys are administered three times per fiscal year to approximately 70 posts annually. The CODaC specifically tracks how consular staff spends their time by administering time tracking surveys to all consular staff at a given post over the span of two representative days.

The VSFS intern will be validating the data on these survey sheets, ensuring that they have been filled out properly to accurately capture consular staff workload. After the data is validated, the Office of the Comptroller will provide the intern with post-specific information to generate reports individual post reports. We will provide the intern basic consular knowledge that will help the intern determine whether the survey response sheet is valid. The intern will be instructed on what to look for when processing the survey sheets to determine if the data is valid.

Desired Skills Interests

Skill

Microsoft Excel

Microsoft PowerPoint

keen attention to detail

keen attention to pattern recognition

ability to work on a short learning curve

basic computer skills

basic knowledge of U.S. consular services and how consular sections work

Additional Information

We anticipate the VSFS intern(s) will begin work on the next stage of the project in November 2016 with the workload increasing in December 2016. For this reason, we are seeking candidate(s) who can commit to working several hours per week in December 2016 in particular. The workload will continue through February 2017 with the option of continuing through the spring semester.

The CODaC is a component of the Office of the Comptroller's Cost of Service Model which is used to support consular fee setting. It is also used by the Office of the Executive Director's (CA/EX) Consular Package, which tracks consular services worldwide to guide resource allocation. CODaC surveys are administered three times per fiscal year to approximately 70 posts annually. The CODaC specifically tracks how consular staff spends their time by administering time tracking surveys to all consular staff at a given post over the span of two representative days.

Language Requirements

None