

Job Description

Job Title:	Research Coordinator
Department:	Waterloo Undergraduate Student Association
Reports To:	Director of Communications and Stakeholder Relations
Jobs Reporting:	Research Assistant (Co-op student)
Salary Grade:	USG 6
Effective Date:	November 2020

Primary Purpose

The Research Coordinator will provide support to the department through designing and conducting research reflecting the priorities of the Executive Committee, under the direction of the Director of Communications and Stakeholder Relations, and shall be responsible for providing ongoing monitoring of strategic indicators.

Key Accountabilities

Supports organization-wide projects, advocacy and goals by conducting high-quality research and evaluation.

- Develops and maintains a systematic process for completing research requests in a timely manner
- Develops reports and relevant data visualizations (including dashboards, graphs, presentations and web applications) to inform evidence-based decision-making at WUSA
- Analyzes trends and patterns in WUSA's performance over time using various benchmarks and comparative data
- Prepares standard and customized reports to support planning and evaluation activities
- Completes research reports outlining the full scope of the research requested along with multiple recommendations for future steps
- Uses external data from a variety of sources, in combination with institutional data to prepare analysis and reports that addresses research questions
- Collaborates with the Executive and other staff to propose specific research projects
- Develops research methods and practices that allow for broad ranging consultation with students-at-large on priority research areas of WUSA
- Liaises with Governance Manager and Research and Policy Assistant to support creation and upkeep of advocacy policies

Responsible for communicating research findings with a variety of stakeholders.

- Develops accurate reports and presentations to convey complex information in an understandable and compelling manner.
- Ensures data and information is placed into the proper context by combining WUSA data with both qualitative and quantitative environmental/external data and appropriate narrative.
- Supports the development of presentations and briefing notes at internal and external meetings or conferences.
- Communicates reporting requirements to transform data into visualizations, and assist with project planning.
- Serves on appropriate committees and groups, offering analytical expertise and fostering data information sharing and collaborative approaches on a variety of projects.

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- Develops productive, collaborative working relationships with relevant colleagues and campus partners.
- Develops and maintains communication with other post-secondary student unions and associations to accomplish research projects
- Regularly communicates with the Stakeholder Relations Officer on research priorities relating to specific stakeholder groups
- Provides summary of research and key points for the Marketing, Communications and Outreach department
- Serves as an institutional liaison and resource to inter-school research conducted by other student associations or external political organizations such as the Ontario Undergraduate Student Alliance and Undergraduates of Research-Intensive Universities

Assists the organization with compilation of research and measurement of results to aid in strategic planning

- Provides assistance upon request to the senior leadership of the organization in gathering research to assist in the development of strategic plans
- Supports indicator development and ongoing reporting for WUSA's operational and strategic measures.
- Prepares annual and customized reports and presentations for senior leadership and WUSA governance bodies.
- Presents data analytics in an efficient and easily understandable way to a wide variety of audiences and users, using various reporting formats and web technologies

Student Staff Supervision and Development

- Hires, trains and manages a team of student employees to help with data analysis, research, report writing and policy writing
- Implements an effective recruitment plan for student employees, manages their payroll information and ensure appropriate levels of staff are available to respond to WUSA's requests
- Creates opportunities for leadership and development whenever possible within the student staff
- Facilitates the undertaking of a research project led by each student employee for the purpose of professional development
- Executes termly employee evaluations and regular check-ins with staff to provide constructive feedback and allow for additional training and sharing of resources as needed
- Organizes and implements staff appreciation initiatives to celebrate staff and encourage retention

**All employees of the University are expected to follow University and departmental health and safety policy, procedures and work practices at all times. Employees are also responsible for the completion of all health and safety training, as assigned. Employees with staff supervision and/or management responsibilities will ensure that assigned staff abide by the above, and actively identify, assess and correct health and safety hazards, as required.*

Required Qualifications

Education

- Completion of a Bachelor's degree
- Recent completion of a program in Research Analysis or Evaluation would be a considerable asset.

Experience

- Experience with primary and secondary research methods
- Progressive data analysis experience, preferably related to a research environment
- Evidence of comprehensive data collection, management, interpretation, and analysis skills

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- Experience in mathematical and statistical methods, information analysis and synthesis, and project management
- Background or relevant experience in the post-secondary education sector an asset;
- Experience working directly with post-secondary students is considered an asset.

Knowledge/Skills/Abilities

- A command of Microsoft Word and Excel, and knowledge of data processing
- Excellent research, qualitative, and quantitative analysis skills;
- Strong organization skills;
- Strong written and verbal communication skills, with an ability to present and explain research to a wide variety of audiences;
- Familiarity with research methods, academic integrity, and proper citation;
- Experience and affinity for working in a collaborative team environment;
- Excellent personal initiative and strong work ethic;
- Critical thinking skills to help with developing plans for research and strategic planning documents
- Advanced knowledge of Microsoft Word and Excel
- Intermediate knowledge of Microsoft PowerPoint

Nature and Scope

Contacts: Internally, communicates with senior management of the organization, employees from Marketing, Communications and Outreach team. This position will have some contact with other Student Union Executives and staff, government employees, partner organizations and other staff within the UW community.

Level of Responsibility: This position is responsible for the accurate collection, analysis, summarizing and positioning of data to help make important organizational decisions.

Decision-Making Authority: Consistent with the organization's strategic plan, the position is responsible and accountable for the implementation of approved priorities and budgets. The position independently makes research decisions, with research and governance direction decided by the Executive Committee.

Physical and Sensory Demands: Minimal demands typical of an office position.

Working Environment: Minimal exposure to disagreeable conditions. Senior executives of this organization change annually which can create a dynamic, changing work environment. Some evening and weekend hours may be required