

# WATERLOO MATHEMATICS

## Job Description Form

<b>JOB INFORMATION</b>			
<i>Job Title</i>	<b>Programmer/Data Manager</b>	<i>Position ID</i>	4256
<i>Division/Department</i>	Survey Research Centre, Statistics and Actuarial Science		
<i>Location</i>	Main Campus		
<i>Reports to Job Title</i>	Senior Manager	<i>Reports to Position ID</i>	5122
<i>Jobs Reporting (Job Titles and IDs)</i>			
<i>Full-time Equivalent</i>	100% (35 hours per week)		
<i>Effective Date</i>	May 18, 2016		
<i>Grade</i>	USG 7		
<b>PRIMARY PURPOSE</b>			
<p>The Programmer is accountable to the SRC Senior Manager for survey data management, survey programming and testing using Voxco software, oversight of the day-to-day administration and monitoring of all web studies, preparation of study deliverables related to survey data, as well as other project support duties. This position is contingent on funding.</p>			
<b>KEY ACCOUNTABILITIES</b>			
1	<p>Survey Programming and Data Processing, including but not limited to the following</p> <ul style="list-style-type: none"> <li>Managing time on multiple projects as assigned</li> <li>Design, development and maintenance of datasets for survey research studies</li> <li>Programming and/or testing of telephone and web surveys using the SRC's survey software (specifically, Voxco CATI /CAWI software and MMIC web software), including recommendation of survey question formatting for programming 'best practices'</li> <li>Preparation, cleaning and examination of survey data files and codebooks</li> <li>Creation of summary statistics files and data frequency tables</li> </ul>		
2	<p>Oversight of web survey administration, including but not limited to the following</p> <ul style="list-style-type: none"> <li>Liaising with Web Administrator to ensure web study set-up and day-to-day administration and monitoring of all web studies</li> <li>Oversight and/or preparation of study progress reports and reporting of final study outcomes with Web Administrator</li> </ul>		
3	<p>Project Management including but not limited to the following</p> <ul style="list-style-type: none"> <li>Project planning and ensuring all tasks for research contracts are identified and assigned</li> <li>Liaising with call centre staff as needed</li> <li>Oversee small(er), less complex, web surveys and mixed mode (web and telephone) surveys as required, including but not limited to overseeing daily completion reports, providing respondent support, reporting regularly to clients during conduct of contract, reviewing sample problems and study documentation, and writing field and technical reports</li> </ul>		
4	<p>General Accountabilities, including but not limited to:</p> <ul style="list-style-type: none"> <li>Participation in weekly SRC staff meetings</li> <li>Task assignment to Web Administrator position as appropriate</li> </ul>		
<b>POSITION REQUIREMENTS</b>			
<i>Education</i>	<ul style="list-style-type: none"> <li>Bachelor's Degree in computer science, social sciences, or statistics, or equivalent skills and experience.</li> </ul>		
<i>Experience</i>	<ul style="list-style-type: none"> <li>Knowledge of survey research and methodology issues</li> <li>Knowledge of programming best practices as it relates to survey methodology</li> <li>Ability to work in both official languages an asset</li> </ul>		
<i>Technical</i>	<ul style="list-style-type: none"> <li>Advanced knowledge of Microsoft Office software such as Excel, Word, Access</li> <li>Advanced knowledge of survey software, specifically Voxco CATI/CAWI and MMIC software</li> <li>Familiarity with HTML and CSS programming languages used for survey design</li> <li>Intermediate knowledge of statistical software such as SPSS or SAS</li> <li>Familiarity with programming accessible web surveys and knowledge of PHP an asset</li> </ul>		



<b>NATURE AND SCOPE</b>		
<i>Interpersonal Contacts</i>	Internal contacts <ul style="list-style-type: none"> <li>• Work with the following groups to obtain, clarify, and discuss information               <ul style="list-style-type: none"> <li>○ SRC Senior Manager</li> <li>○ SRC Project Manager</li> <li>○ SRC Project support and Administration</li> <li>○ SRC Interviewers and Interviewer Supervisors</li> <li>○ SRC Web Administrator</li> <li>○ Data programmers from Propel Centre for Population Health Impact</li> <li>○ MFCF and IST computer support staff</li> </ul> </li> </ul>	
	External contacts <ul style="list-style-type: none"> <li>• The incumbent may deal with and influence customers both inside and outside the University community; maintain professional and positive relationships.</li> <li>• The incumbent may provide support to study respondents who have questions or experience technical difficulties during survey completion</li> <li>• Present and discuss information and problems with support staff from survey software provider.</li> </ul>	
	<ul style="list-style-type: none"> <li>• The job has defined duties and responsibilities and receives direct supervision.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Makes decisions about programming formats and design of programmed survey forms.</li> <li>• Makes decisions on timelines and staffing resources to meet stated objectives</li> </ul>	
	<ul style="list-style-type: none"> <li>• Minimal demands typical of an administrative position within an office environment</li> </ul>	
<i>Working Environment</i>	<i>Travel</i>	<ul style="list-style-type: none"> <li>• Occasional travel may be required</li> </ul>
	<i>Working Hours</i>	<ul style="list-style-type: none"> <li>• Regular working hours, some evening/weekend work required</li> </ul>
	<i>Risks – physical and psychological</i>	Physical risks <ul style="list-style-type: none"> <li>• No significant risks</li> </ul> Psychological risks <ul style="list-style-type: none"> <li>• Minimal exposure to disagreeable conditions typical of an administrative position</li> <li>• Some stress caused by deadline pressures as projects go into fieldwork phase</li> </ul>
<i>APPROVED BY</i>	Do not complete this section	<i>Title</i>
<i>USG GRADE</i>	Do not complete this section	