

## Job Description



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<b>Job Title:</b>	Data Analyst
<b>Department:</b>	Graduate Studies and Postdoctoral Affairs
<b>Reports To:</b>	Associate Vice-President, Graduate Studies and Postdoctoral Affairs
<b>Jobs Reporting:</b>	none
<b>Salary Grade:</b>	USG 9
<b>Effective Date:</b>	April 2019

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### **Primary Purpose**

The Data Analyst is accountable for providing proactive, timely and accurate data and reports on a wide range of activities and issues pertinent to graduate and postdoctoral operations and University strategic goals. The incumbent will lead the development and implementation of reports analyzing data and trends related to graduate studies and postdoctoral affairs.

### **Key Accountabilities**

#### **Data Analysis and Reporting**

- Develop reports and analytics in support of admissions, enrolment, academic progression and degree completion, student funding, supervisor activity, government reporting
- Assist with the development of reliable forecasting and other models to inform and support planning
- Communicate data analytics in an efficient and easily understandable way to the GSPA, Faculties, and other partners
- Analyze GSPA data using best practice methodologies and consistent definitions to support evidence-based decision making focused on GSPA business practices (e.g. graduate application data, graduate student support)
- Work with Institutional Analysis & Planning and other campus partners to support institutional analyses of GSPA activities (e.g. retention, graduation, and time-to-completion analysis)
- Respond to various questions and ad-hoc inquiries from GSPA staff and stakeholders to support operational decision making processes
- Develop solutions and reports that respond to a breadth of graduate studies and postdoctoral data needs including a reporting dashboard
- Develop and maintain queries in student data systems (Quest) for reporting and future inquiries
- Generate reports and analysis that will highlight the need for, or impact of, GSPA business process changes.

#### **Data Integrity and Processes**

- Work with GSPA team members and campus partners to maintain and address data integrity, completeness and quality issues related to data for which the GSPA is a steward
- Identify, investigate, and resolve data anomalies and discrepancies Ensure graduate and postdoctoral data within institutional systems accurately reflects underlying business processes within the institution, including GSPA
- Work with Institutional Analysis & Planning and other campus partners in support of standardized institutional data definitions and reporting methodologies to support GSPA operations  
Research new tools, systems and practices to recommend improvements in data analytics

#### **Leadership, Relationships and Collaboration**

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- Lead or co-lead specific data analytics projects, as required
- Collaborate with GSPA team members to improve and automate data reporting and dissemination processes
- Establish project priorities to ensure responsiveness to stakeholders' requests including timelines and progress to completion
- Documents projects and communicate progress to stakeholders
- Support business processes in the GSPA that rely on extracted data e.g. mailing lists
- Build constructive relationships to support business process and data-related collaboration with university partners (Information Systems and Technology (IST), Institutional Analysis and Planning (IAP), Faculties, Data Stewards, Registrar's Office, Marketing and Undergraduate Recruitment, Strategic Enrolment Manager)
- Work collaboratively with graduate data analysts and specialists within IAP to ensure consistency and complementarity in related reporting/analysis
- Undertake and assist in advanced and complex research, collection, organization, and analysis of data and information

### **Required Qualifications**

#### **Education**

- Bachelor's degree in Mathematics, Computer Science, Statistics, or another related discipline. Masters degree an asset. A combination of education and experience may be considered.

#### **Experience**

- 3+ years' experience in data analytics, data integrity, data mining, and statistical analysis. Experience with designing, implementing, testing and managing data to report and analyze trends is critical.
- Experience in post-secondary education system is an asset.
- Experience analyzing financial data is an asset

#### **Knowledge, Skills and Abilities**

- This position requires strong educational and professional background in data management, statistical, and other, data analyses.
- Demonstrated ability to perform trend analysis and what-if scenarios
- Ability to document and communicate underlying data definitions
- Ability to recognize the need for, and perform, cleaning of data
- Knowledge of one or more scripting languages
- Strong oral presentation skills
- Demonstrated ability to translate analysis results to a non-technical audience
- Demonstrated ability to work in a team to deliver results
- Methodical and disciplined approach to problem-solving
- Well-developed ability to manage time and multiple concurrent projects
- Mentoring and coaching skills
- Advanced skills with MS Excel
- Intermediate skills with MS Word and Powerpoint
- Knowledge of student data systems (USER, Quest), Statistical packages; ETL methods and business intelligence tools, visual analytics

### **Nature and Scope**

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- **Contacts:** Associate Vice-President, Graduate Studies and Postdoctoral Affairs, Senior Management, Graduate Studies and Postdoctoral Affairs, Faculty Associate Deans, Graduate Studies, Faculty and Department Administrators, Institutional Analysis and Planning, Information Systems and Technology, Registrar's Office, Marketing and Undergraduate Recruitment, Strategic Enrolment Manager
  - **Level of Responsibility:** Influence and inputs to the GSPA strategic plan
  - **Decision-Making Authority:** Influence on the use of the data set
  - **Physical and Sensory Demands:** Extensive computer use; prolonged sitting (e.g. office work, meetings), deadline-driven
  - **Working Environment:** Office-based work; meetings across campus