Data Analyst II

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Professional and Managerial Group

Data Analyst II

Library

Temporary full-time from November 13, 2017 to November 15, 2019

Hiring #: 2017-0505

Please read the Application Instructions [1] before applying

The Library’s data service is part of a suite of academic support services. Our data services include support for students, staff and faculty in the areas of data access, data creation / collection, GIS and geospatial analysis, statistical computing and web survey support.

The data service operates on a tiered system where services are delivered based on the level of skills and knowledge of each member of the team. Reporting to the Head, Research and Scholarship, the Data Analyst provides in person support and virtual consultations, workshops, and contributes to the development of learning objects and training (or support) materials.

The Library’s data service is part of the Research & Scholarship Team which includes the following established and developing/evolving areas of expertise:

- Research Support: consultations with researchers and research teams; support for field research, research project management.
- Data services: support for data, GIS, statistical computing, and web surveys; research data management services; and data creation and visualization.
- Scholarly Communication: includes areas of shared expertise with the Information Resources (IR) team, activity in scholarly communication broadly encompasses support for researchers in the areas of author rights, copyright, publishing, open access, research synthesis reviews (including literature, scoping and systematic reviews), alt metrics and researcher IDs.
- Digital Scholarship: an emerging service area, R&S support for digital scholarship includes GIS, statistical computing, online exhibits, and variety of sustainable services in support of digital research projects on campus.

Responsibilities of the Data Analyst include:

- The provision of research support in statistical computing application and analysis, numeric / statistical data, and web survey support. This role also provides application and analysis support for all DRC software and services, as well as responsibilities for research and location of innovative solutions for problems or requests.
- Delivery of Curriculum Support through engagement and liaison with departments to create joint collaborations, developing service offerings to meet campus needs, collaborating and consulting with faculty and graduate students to create and implement targeted lectures, training, and workshops.
- Service Design, Development, and Implementation to coordinate and implement the ongoing delivery of Data Services; work with R&S team in the process of service evaluation and assessment in order to plan and implement improvements or changes; facilitate and manage projects as required; evaluate alternative or additional software and make recommendations;
make recommendations to the Head R&S regarding new service offerings and direction; engage complex problems that may require revisions to existing policies; liaise with external vendors and independent user groups as required; provide support and direction to the campus community regarding major changes in statistical computing support.

Requirements:

- An undergraduate degree that includes extensive usage of statistical analysis for research, and a solid understanding of the research process
- Two (2) years of experience (including experience as a TA or Research Assistant) or a combination of education and experience, supporting statistical analysis research
- Significant experience teaching hands-on workshops/classes, including curriculum design and assessment
- Advanced knowledge of statistical computing software packages (SAS, SPSS, or R), tools and procedures within the software,
- Expertise in the areas of statistical and numeric data, including detailed knowledge of potential data sources and ability to locate and access new data sources as needed
- Working knowledge of web survey packages
- Skills and ability to troubleshoot common and advanced research questions and software issues, and foundational knowledge of geospatial data, and GIS

The Data Analyst will have a strong commitment to public service, have well developed communication skills and be dedicated to pedagogy and continuous learning. Additional required competencies of the successful incumbent include the ability to work well in teams, creative thinking and adaptability.

Position Number 400-214
Classification P03*

[Professional/Managerial Salary Bands] [2]

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

At the University of Guelph, fostering a culture of inclusion is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

*Tentative evaluation

Posting Date: 2017 10 10
Closing Date: 2017 10 17

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/data-analyst-ii

Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply