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Professional and Managerial Group

Statistician

Office of Institutional Research & Planning

Temporary full-time from March 1, 2020 to February 28, 2021
Temporary absence of the regular incumbent

Hiring #: 2020-0040

Please read the Application Instructions [1] before applying

The Office of Institutional Research & Planning serve as advisers and consultants to the University of Guelph in academic activities and decision-making processes. Through quantitative analysis, collection and dissemination of data, we provide both academic and administrative departments in all aspects of planning, research, enrolment, and budget.

Reporting to the Assistant Vice-President of the Office of Institutional Research & Planning, the Statistician provides on-going analytic and statistical expertise to projects and work conducted. The Statistician is a high-level analyst responsible for the mining and analyzing of large amounts of institutional data from a variety of different sources (e.g., Human Resources, Financials system, Registrar’s system, ATS, etc). Statistical analyses are performed to support the evidence-based decisions and include advanced techniques such as data mining, linear regression, logistical regression, principle components analyses, cluster analyses, etc. The position is part of a project team and in addition to the statistical analyses, participates in research project design, data collection, and dissemination of project findings. This position handles large amounts of sensitive and confidential data, such as human resource data, financial data, and student data as well as working with external organizations such as Statistics Canada, government agencies and other Universities. This position is responsible for the automation of standard data reports through advanced macro and algorithm coding required by the various clientele of the office (e.g., senior management, deans, faculty, staff, government, peer institutions, etc.) and assisting in preparation of internal publications and internal and external reporting.

Requirements of this position include: A Master’s degree in Statistics, Math or related field and previous related working experience. Additional requirements include; advanced knowledge of the data concepts, principles and practices associated with the collection, processing and dissemination of large-scale surveys (i.e. Statistics Canada); frequently use database programming, data mining and analysis tools to analyze various business data. Advanced knowledge of SAS, R, SQL and programming languages (C, C++, JAVA), advanced computer knowledge of MS Office, knowledge of Tableau or other data visual tools is an asset. The successful candidate must be able to develop, write, execute, test, debug, implement, modify and support new or existing statistical or mathematical software programs in support of research projects, analyze data using statistical or mathematical software to generate descriptive statistics and develop statistical models and graphics, be able to work independently and as part of a team on a variety of different projects simultaneously. Must be comfortable working in a fast paced environment with tight turnaround timelines.

(Covering) Position Number   061-021
Classification               P05*

Professional/Managerial Salary Bands [2]

*Tentative evaluation; subject to committee review.
At the University of Guelph, fostering a culture of inclusion [3] 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.

Posting Date: 2020 01 27
Closing Date: 2020 02 10

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