Research Associate

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Professional and Managerial Group

Research Associate

Office of Institutional Research & Planning

Temporary full-time from July 5, 2021 to July 8, 2022
Hiring #: 2021-0317

Please read the Application Instructions [1] before applying

The Office of Institutional Research and Planning serve as advisers and consultants to the University of Guelph (U of G) in academic activities and decision-making processes. Through quantitative analysis, collection and dissemination of data, we provide support to both academic and administrative departments in all aspects of planning, research, enrolment, and budget. Reporting to the Director of Research, Analytics and Planning, the Research Associate provides on-going support for University-wide projects.

Responsibilities of this position include:

- Facilitates the administration and development of surveys at U of G;
- Plans and coordinates projects, including engaging other units, gathering of information sources and developing a communication plan;
- Supports with preparation of ethics applications for review by the Research Ethics Board;
- Performs appropriate quantitative and qualitative analyses on large amounts of complex information including survey results;
- Creates data visualizations and prepares reports and other dissemination materials with conclusions and recommendations to support decision-making at the University;
- Conducts environmental scans of factors which impact U of G, other Ontario universities and the post-secondary education sector;
- Works independently and in collaboration with colleagues within the Office, from across campus, or from outside the University;
- Works with sensitive and/or confidential data with a high level of discretion;
- Ensures that all projects are completed in a timely and accurate manner.

Requirements of this position include:

- Master’s degree in Statistics, Social Sciences (e.g. Economics, Psychology) or related field and preferably with two years related experience or an equivalent combination of education and experience;
- Excellent quantitative, analytical and problem-solving skills, and an aptitude for research and analysis;
- Intermediate statistical programming and coding skills in programs such as SAS, R, SPSS, etc.;
- Knowledge and experience of data visualizations tools such as Tableau, Power BI, etc.;
- Strong written and verbal communication skills along with sound professional judgement, tact and diplomacy;
- Knowledge of the specific environment of the University of Guelph, its policies, organization and processes is considered an asset;
- A high level of discretion and confidentiality given some work assignments and issues addressed are confidential and may only be disclosed at the executive level;
- Must possess a high degree of commitment to the job, be highly motivated, and well organized to deal with a high volume of work.
This appointment is regularly performed on- campus but will be initially fulfilled remotely (off-campus) until the University resumes its regular operations.

Classification P04*

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: 2021 06 23
Closing Date: 2021 07 07

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