Data and Reporting Specialist – Institutional Data Strategy

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Professional and Managerial Group

Data and Reporting Specialist – Institutional Data Strategy

Institutional Research and Planning

Temporary full-time from May 2, 2022 to May 1, 2024
Temporary absence of the regular incumbent
Hiring #: 2022-0239

Please read the Application Instructions [1] before applying

The Office of Institutional Research & Planning (IRP) 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.

IRP, in partnership with Computing and Communication Services (CCS), is leading an institution-wide data strategy with a mission to get quality data in the hands of decision makers in a secure and timely manner, enabling faster, more effective and evidenced based decision making across the University.

Reporting to the Data Strategy Program Manager in IRP, the Data and Reporting Specialist provides on-going support for University-wide projects related to the institutional data strategy program including data governance and data product development. This position is an integral part of a team, which supports the planning, policy formulation, and decision-making activities at the University of Guelph.

This position is responsible for identifying, evaluating, and compiling large amounts of complex information, analyzing requests for information and presenting the information in a timely fashion while at the same time helping to develop and set standards and best practices related to the overall University data strategy. Duties include acquiring and managing data, meta and master data capture, preparing dashboards, helping create and deliver training, providing administrative support for tools, and working on various use cases relating to all functional aspects of the University, including resources, enrolment, admissions/applications, courses, programs, program costs, tuition and fees, compensation, etc. In addition, this position is responsible for supporting the team in helping to acquire data to deliver compliant reporting to both the federal and provincial governments. A comprehensive understanding of all university data systems/sources and how they relate to the projects at hand is required. Many of the work assignments and issues addressed are confidential and may only be disclosed at the executive level. A high level of discretion and confidentiality is required.

Requirements of this position include:

- Master’s degree in math, statistics, social sciences (e.g. economics, psychology) or a related field with emphasis on data analysis along with a minimum of at least two (2) years related experience. An equivalent combination of related education and experience may be considered.
- Experience with Tableau is required. An understanding of how to manage Tableau projects, workgroups, roles and permissions within a complex environment would be considered an asset.
- High level of organizational skills along with the ability to multi-task and prioritize tasks in order to provide timely and accurate information in a client-focused environment;
- Experience preparing accurate dashboards and reports based on best practices for internal sources to help faculties, departments, and committees in decision-making;
- Ability to work with complex sets of data and analyses and various data systems;
- Excellent quantitative, analytical and problem solving skills, and an aptitude for research and analysis;
• Demonstrated strong written and verbal communication skills along with sound professional judgement, tact and diplomacy;
• Ability to co-ordinate the information elements of a project, including engaging other units, gathering of information sources and a communication plan
• Ability to program and work in SAS, R, and SQL to write macros, perform queries, data analyses (e.g. means testing descriptive analyses) and basic data manipulation, would be an asset.
• Knowledge of in-depth programming and querying (e.g. used in the accessing of University databases in both a host and personal computing environment.);
• Must possess a high degree of commitment to the job, be highly motivated, and well organized to deal with a high volume of work.

(Covering) Position Number   061-028
Classification               P04

Professional/Managerial Salary Bands [2]

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: 2022 03 30
Closing Date: 2022 04 13 (extended)

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