Position: Orientation Data Analyst

Term: October 5, 2020 – February 2021 (or project completion)
10 hours/week

Remuneration: $14.82 (Hourly rate is inclusive of 4% vacation pay.)

Orientation Data Analyst
Position Description

Background:
The Student Experience Office (SEO) at Queen’s aims to prepare and support students to achieve not only their personal, social, and academic goals, but also their professional and community aspirations. The SEO supports co-curricular learning and development by offering programs and services to orient students to university life, support their successful transitions into and through university, and encourage their leadership development and community engagement while at university.

Each year following Fall Orientation, the SEO conducts the orientation survey and gathers responses from the incoming class. These results play a key role in ongoing strategic planning for the fall orientation programs, increase effectiveness of programs for incoming students, and provide more effective resources and supports to students. The survey findings are used to create a comprehensive report on Fall Orientation for the Senate Orientation Activities Review Board (SOARB). The data is also used to prepare faculty specific reports for each Faculty Society responsible for an orientation program, to aid their orientation committee and Dean Designate with future planning.

Job Summary:
Working alongside the Coordinator, Orientation & Transition, and the Orientation Data Analyst will lead the analysis of the Orientation survey implemented in September 2020. This will also include knowledge translation and dissemination of findings to various campus partners.

Key Duties:
- Complete statistical analysis of data from the Orientation 2020 survey,
- Identify, analyze, and interpret changes in trends from 2018-2020 survey for report,
- Prepare reports and presentations that summarize findings from the 2020 Orientation survey to various stakeholders
- Support the research project through other emerging needs as required
- Preparing reports for distribution that effectively communicate relevant information to stakeholders
- Attend meetings as scheduled including one on ones for project updates,
- Complete reports in a timely manner
• Other duties as assigned

Qualifications:
The following skills and experience are essential for the Orientation Data Analyst:
• Strong qualitative data analysis skills required and independent access to data analysis software (e.g., via Queen’s Libraries or Research Lab)
• Be able to set work priorities and meet or exceed deadlines
• Strong analytical skills with the ability to collect, organize, analyze, and disseminate significant amounts of information with attention to detail and accuracy
• Skilled at queries, report writing and presenting findings
• Be able to work independently, and on a team with excellent interpersonal skills
• Demonstrate sound judgement, leadership and professional communication skills.
• Role modeling appropriate behaviours in-person and online at all times.
• Strong communication and presentation skills.

Time Commitment
• The work term will be October 2020 – February 2021 or project completion,
• Up to 10 hours per week,
• The Orientation Data Analyst will be asked to establish office hours with supervisor at the beginning of the employment period.

Remuneration: $14.82  (Hourly rate is inclusive of 4% vacation pay.)

Application Instructions:
To apply, please submit a cover letter and resume in one document to melissa.burke@queensu.ca with subject line “Student Assistant, Orientation & Transition”.

Questions can be directed to Melissa Burke, Coordinator, Orientation & Transition, via email at melissa.burke@queensu.ca

Applications are due October 6 at 11:59pm

We thank you for your application. Only those individuals who are selected for an interview will be contacted.

We are committed to employment equity and diversity in the workplace and welcome applications from individuals from equity seeking groups such as women, racialized/visible minorities, Indigenous/Aboriginal peoples, persons with a disability, persons who identify in the LGBTQ2S+ community and others who reflect the diversity of Canadian society.