



Institutional Researcher (Full Time 6 month Contract)

ABOUT ST. MARY'S UNIVERSITY

St. Mary's University is an innovative teaching and research university that provides affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. St. Mary's is the only unaffiliated Catholic university in western Canada and is celebrating its 30th year as an educational institution.

Located on a historic site in Calgary, Alberta, our students are inspired to combine academics with a passionate commitment to ethics, social justice and respect for diversity of opinion and belief. St. Mary's has over 900 full- and part-time students, 80 full- and part-time faculty, and an average class size of 25. The university has grown by over 50% in the last five years alone.

POSITION OUTLINE

Under the direction of the Vice-President Academic, the Institutional Researcher provides routine and ad hoc statistical, written and verbal reports and summaries in support of university-wide decision-making and planning. Duties include planning, designing and executing research projects, including surveys, environmental scans, statistical analyses and written reports; developing and maintaining reporting schedules; archiving and disseminating institutional reports, plans and documentation; archiving internal and external series and sources; querying databases and using statistical software to extract, manipulate and analyze data; and providing support to the Vice-President Academic.

The Institutional Researcher is responsible for developing and administering surveys and preparing reports in support of program and service planning, evaluation and review processes as well as strategic planning. The Institutional Researcher is also responsible for providing reports and data required by the Ministry of Advanced Education, Campus Alberta Quality Council and other external government and non-government agencies and organizations.

This is a new position and may be renewable, depending on budgetary considerations.

RESPONSIBILITIES

- With limited supervision, plans, designs and executes research projects as required by the University administration, including surveys, environmental scans, statistical analyses and written reports
- Provides direct support to program and service planning, evaluation and review processes
- Provides direct support to the strategic plan, internal planning initiatives, in addition to preparing institutional accountability plans and reports
- Provides direct support to marketing and recruitment initiatives
- Extracts, prepares, analyzes and summarizes data/information to produce various statistical analyses and reports for university -wide, departmental, campus and unit informational, planning and decision-making needs
- Maintains an archive of educationally related statistical reports and demographic/socio-economic reports, and prepares summaries and analyses as required using appropriate tools and research methodologies
- Collects, analyzes and disseminates data/information on past and emerging internal and external trends relevant to the University
- Prepares and archives reports and data to meet Ministry of Advanced Education, Campus Alberta Quality Council and other government institutional performance and accountability reporting requirements, and prepares and archives various reports in response to approved requests from other external government and non-government agencies and organizations
- Prepares and validates cohort and data submissions for AB educational system research projects and reports
- Exercises discretion and follows appropriate procedures when handling data/information of a sensitive or confidential nature

- Performs other related duties as assigned by the Vice-President Academic

QUALIFICATIONS

- Bachelor's degree or equivalent training in a related field of study such as social science, statistics, computer science or business management
- Three years related experience or equivalent combination of education, training and experience
- Experience planning, designing and conducting research, including statistical techniques and statistical software packages (SPSS) as well as advanced knowledge of survey methodologies and web-based survey software (Survey Monkey)
- Experience working with database technologies and query languages (SQL) at an advanced level to extract, import and analyze data, including Microsoft Access, SQL Server and Oracle
- Experience working with spreadsheet software at an advanced level, including pivot tables (MS Excel)
- Excellent time and project management skills with the ability to work under pressure while planning and prioritizing tasks to efficiently meet deadlines
- Excellent communication, customer service and interpersonal skills
- Excellent analytical and problem-solving abilities with attention to detail and ability to extract, manipulate and analyze complex data
- Knowledge of student information systems and the AB post-secondary education system is preferred
- Experience with reporting packages such as Argos or Crystal Reports is an asset

COMPENSATION

St. Mary's University offers a competitive compensation package and comprehensive benefits program. Compensation will be commensurate with qualifications and experience.

APPLICATIONS

Applicants should submit a cover letter and resume, along with salary expectations to hr@stmu.ca with the Subject Line "**Institutional Researcher**" by end of day on **May 29, 2019**.

St. Mary's University hires on the basis of merit, is committed to employment equity, and encourages all qualified individuals to apply. We encourage applications from women, Aboriginal Peoples, visible minorities, ethnic minorities, and persons with disabilities. Canadians and permanent residents of Canada will be given priority. We thank all applicants for their interest, however only those applicants being interviewed will be contacted. No phone calls please.

St. Mary's University • 14500 Bannister Road SE • Calgary, AB • T2X 1Z4 • Fax: 403.254.3774 • STMU.ca