



University College
of the North

Amended
Institutional Analyst
Classification: Statistical Analyst 3
Full-Time Regular Position
Thompson/The Pas Manitoba or remotely

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

The Position: UCN requires an Institutional Analyst. Reporting to the Director of Institutional Analysis and Planning, the Analyst supports UCN's advancement by developing, implementing, and disseminating meaningful and comprehensive statistical data to support decision making and meeting the needs of the institution. The Analyst elicits institutional information requirements, translates these requirements into a feasible research design, produces results, proactively communicates, and collaborates with internal and external stakeholders. Based on consultation with users, the Analyst develops appropriate research design to gather data to address the topic of interest. The Analyst is responsible for producing UCN's statistics of record by collecting, analysis, summarization, communication/presentation of results, interpretation of the significance and implication of analysis.

Qualifications:

- Undergraduate degree in highly technical/mathematical discipline (i.e. statistics, mathematics, quantitative analysis, social sciences, market research, etc.)
- Experience in quantitative and qualitative research design, data collection, analysis and reporting tools and methodologies
- Three to five years' experience in statistical analysis, survey development, analysis and reporting, market research, and predictive modeling experience
- Minimum two years' experience working with data systems
- One year experience using data visualization tools
- Advanced skills in the use of Excel, one or more statistical packages such as SPSS, SAS, R, or other open source statistical software
- Excellent organizational skills
- Effective interpersonal skills
- Effective communication skills, both written and verbal
- Ability to prioritize and multi task to meet deadlines
- Ability to work well independently as well as part of a team
- Demonstrated ability to maintain confidentiality
- Personal experience and/or knowledge and understanding of Indigenous cultures

Assets:

- The ability to speak an Indigenous language
- Graduate training
- Familiarity with SQL
- One year of collaboration work group experience

Conditions of Employment:

- Candidates must be legally entitled to work in Canada

Applicants must provide a cover letter, resume, and a list of references with their application.
Applicants must demonstrate on their cover letter and their resume how they meet the qualifications.

Representative Workforce is a factor in the selection process. Preference will be given to Indigenous candidates. Applicants are invited to indicate in their covering letter or resume if they are from any of the following groups: Indigenous people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 21-026
Closing Date: May 19, 2021; however, will remain open until filled
Salary Range: \$37.01 to \$44.64 hourly, plus remoteness allowance (if eligible)

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hrinfo@ucn.ca (preferred format)

*We thank all applicants for their interest, but only those selected for an interview will be contacted.
Application materials, including letters of reference, will be handled in accordance with the
Freedom of Information and Protection of Privacy Legislation (Manitoba).
Human Resources will work with applicants who require accommodation during the application or the interview process.
For more information and other employment opportunities, visit www.ucn.ca.*