



Data Analyst (19-month contract)

Representing the collective interests of Ontario's publicly-assisted universities, the Council of Ontario Universities (COU www.cou.ca) promotes higher education in Ontario through analysis and policy development, advocacy and communications.

Reporting to the Vice-President, Policy and Sector Collaboration, the Data Analyst conducts analysis to provide data and quantitative analysis in support of the activities and interests of COU, its affiliates, task forces, committees or the COU Senior Management Team.

This is a 19-month contract position, with the possibility of extension. The contract is expected to begin mid-May 2019. Salary range is \$60,000-\$75,000/year plus benefits package (Remuneration commensurate to relevant skills and experience).

Responsibilities:

- Provide research, analysis and interpretation of financial, statistical and other quantitative data.
- Develop and maintain databases to compile and support analysis of complex financial, statistical, and other quantitative data; compile statistical and other quantitative reports and summaries.
- Collect required data through surveys, government sources, member engagement, and other means; determine data requirements, information flows, and appropriate analytic methods.
- Develop quantitative models to construct scenarios and assess financial and other impacts of various policy options.
- Contribute advice concerning data to be compiled to support analysis, and methods for the collection of data that is not readily available.
- Lead data development projects and develops models to assess financial and other impacts of policy options.
- Contribute to the development of and implement proposals to improve access, accuracy and relevance of data to support policy development and advocacy.
- Provide analytical support to COU affiliates and committees, typically for projects with a significant component of quantitative information.
- Develop, maintain and manage excellent working relationships with partners in government, member institutions, professional organizations and other stakeholders as an integral part of carrying out the above-noted duties. Liaise with member institutions with respect to collection and interpretation of data, and development of databases.

Education and Experience:

- Minimum Bachelor's degree, in disciplines using quantitative analytical approaches such as economics, statistics, finance, business or public administration; Master's degree preferred.
- At least two (2) years working experience in quantitative analysis to support policy development and/or research; recently graduating candidates may be considered.

Skills:

- Superior skills in quantitative analysis, communication of quantitative information, and research required.
- Experience using statistical software an asset (SPSS, SAS, Minitab, R, Python).
- Experience with data visualization software an asset.
- Familiarity with the use of quantitative analysis in a policy context an asset.
- Familiarity with the university sector an asset.

Other:

- Must have excellent oral and written communication skills.
- Must have high-level interpersonal skills, including ability to deal with tact and diplomacy with personnel in the postsecondary sector and government.
- Must have demonstrated ability to organize and execute.
- Ability to assume responsibility and to work independently, prioritizing and exercising sound judgement on sensitive matters.
- Must be able to work with several projects whose goals, schedules and deadlines converge and conflict. In this environment, must meet self-imposed deadlines and demonstrate flexibility, openness to change, ability and willingness to learn continuously.

Those qualified are asked to submit a cover letter with resume, outlining your experience and suitability for the position as well as salary expectations, to PArecruit@cou.ca by 5 p.m. on March 15, 2019.

Information regarding COU is available at www.cou.ca.

COU is an Equal Opportunity Employer that values the strength diversity brings to the workplace. We thank all applicants for their interest; however, only those selected for an interview will be contacted.

COU is committed to providing an inclusive and barrier free recruitment process to applicants with accessibility needs in accordance with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act (AODA). If you require an accommodation during this process, please inform COU of your requirements.