



## **Policy, Planning & Research Analyst**

Location: To be determined (Flexible Campus Location)

Job Opening ID: 10134

Temporary, Full-Time

Commencing: As soon as possible until February 24, 2022

Deadline to Apply: April 21, 2019

### **PUBLIC POSTING**

**DUTIES:** The primary function of this position is to provide research and analytical support for College of the North Atlantic's "Alternate Admissions Academic Readiness Assessment Processes and Tools for Indigenous Peoples" project funded through the NL Work Innovation Centre (WIC). The Policy, Planning & Research Analyst will support the research of alternative admissions academic readiness assessment processes, pathways and tools for indigenous students that are reliable, valid, culturally sensitive and appropriate. Duties may include but are not limited to: applying professional statistical methods and procedures to a variety of research and standard statistical and analytical assignments; applying statistical methods and formulas to the computation and analysis of data; coordinating the development of statistical methodologies and analytical procedures; conducting and designing research studies, survey instruments and other data collection methods; preparing multifaceted analytical reports in a wide range of formats; providing support to major research and planning processes related to institutional effectiveness; creating and manipulating large databases and information systems to extract information required for reporting purposes; ensuring reliability, validity and quality of data; providing detailed analysis of data, trends and identifying risks, threats, and opportunities based on this analysis; ensuring data integrity and continuous improvement of data and data systems; ensuring compliance to privacy legislation and regulations; and other related duties may be assigned. This position is included in the bargaining unit (NAPE, Support Staff).

**QUALIFICATIONS:** The successful candidate will have extensive knowledge in statistical research, analysis, and reporting; data collection methodologies and database management; and strategic planning, quality assurance, and continuous improvement. In-depth knowledge and experience with advanced computer software including PeopleSoft (or other similar program) and statistical applications (SPSS, data marts, data warehousing) are necessary. Advanced skillset using Microsoft Excel pivot functionality for data analysis and reporting is essential. A well-developed understanding of survey design, analysis, and dissemination is also critical. Experience with survey development tools such as explorance BLUE would be an asset. The candidate must demonstrate the ability to establish and maintain cooperative working relationships and working independently and creatively on research and statistical problems. Excellent communication (written and verbal), analytical, and organizational skills are also requirements of this position. These qualifications would normally have been acquired through the successful completion a Bachelor's Degree with major coursework in statistics, mathematics and/or economics supplemented by a strong statistical background. An equivalent combination of education and/or experience may be considered.

**Salary Information (Support Staff)**

CG-35 - \$54,290.60 - \$60,569.60 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at [www.cna.nl.ca](http://www.cna.nl.ca). Proof of credentials and names of three professional references, including a current supervisor reference, will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio DeLeon, Human Resources Consultant at [sergio.deleon@cna.nl.ca](mailto:sergio.deleon@cna.nl.ca) or by phone at (709) 758-7229.