



## **Policy, Planning & Research Analyst (Academic Planning & Accreditation)**

Location: To be determined (Flexible Campus Location)

Job Opening ID: 10801

Permanent, Full-Time

Commencing: As soon as possible

Deadline to Apply: August 23, 2019

### **INTERNAL POSTING**

CNA is seeking a Policy, Planning & Research Analyst for its Office of Academic Planning & Accreditation. This position will report to the Manager of Academic Planning & Accreditation

**DUTIES:** Design and conduct research involving multivariate data collection, in-depth analysis, and preparation of complex reports (in a wide range of formats) for academic planning, accreditation, academic workforce planning, academic program development, academic program resource allocations, program training capacity and program/course level enrolment. Design and conduct complex comparative analysis and prepare detailed analytical reports on a broad range of dimensions pertaining to the institution's academic planning process and associated budget and resource allocations. Provide statistical and financial analysis to support academic planning effectiveness as determined and assigned by the Manager. Design and maintain a comprehensive system of information management activity and associated documentation to support cyclical academic planning processes in collaboration with the Manager. Designs and implements policies and procedures to support academic planning and inform strategic decision-making. Develops and delivers orientation and training to staff on procedures and reports that must be implemented in various departments to inform academic planning analysis.

Create, maintain, manipulate, and query large databases and information systems (PeopleSoft) to extract information required for internal and external reporting and to inform and support the College's academic plan. Apply professional analytical methods and procedures to a variety of integrated academic and financial assignments. Research and prepare complex analytical reports from datasets crossing multiple functional areas – including academic, finance and human resources. Cross-reference multiple sources of analysis to provide reports that are highly complex, accurate, complete and consistent.

**QUALIFICATIONS:** The successful candidate will have completed a post-secondary credential (minimum of diploma level) in accounting with emphasis and experience in quantitative research methodologies and reporting. Candidate must have demonstrated ability to conduct complex queries in PeopleSoft on academic, financial and human resources data. Candidate must be able to produce complex and accurate reports from such queries. Candidate must have excellent inquiry, presentation and communications skills for detailed research oriented discussions with faculty, staff and administration.

Qualifications also include: extensive knowledge of statistical and financial principles and procedures; methods of statistical data collection and analysis; report structures and data integrity; and complex data management. The candidate must demonstrate the ability and specialized skills necessary to: prepare research instruments; gather, compile, and analyze research data; present data in written, tabular, pictorial, and graphic form; prepare clear, accurate and comprehensive reports; establish and maintain cooperative working relationships; and work independently and creatively on research and statistical problems. In-depth knowledge superior skills in Microsoft Office Suite – particularly Excel and Word. Excellent written, verbal, interpersonal and organizational skills are essential.

**SALARY INFORMATION:** 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 Alex King, Human Resources Consultant at [alex.king@cna.nl.ca](mailto:alex.king@cna.nl.ca) or by phone at (709) 793-4244.