



Algoma University is committed to undoing systemic and institutional discrimination and being publicly transparent and accountable. Diversity, equity, and inclusion are fundamental to our Special Mission. In keeping with the Seven Grandfather teachings that are the core values that inform our decisions as an institution, we are committed to creating a welcoming, inclusive, respectful, and safe environment where everyone belongs. We live these values through the strength and richness that diversity brings to our workforce and welcome contributors from equity-deserving groups including: Indigenous Peoples, Black and racialized persons, women, Persons with Disabilities, 2 Spirit, Lesbian, Gay, Bisexual, Transgender, and Queer persons.

Job Title:	Senior Data Analyst Staff Bargaining Unit
Position Status:	Permanent, Full-Time (35 hrs/wk) OSSTF
Number of Positions	2
Department:	Institutional Effectiveness
Supervision Received:	Director, Institutional Effectiveness
Supervision Exercised:	Student Assistants
Location:	Sault Ste. Marie, Timmins, or Greater Toronto Area (GTA), ON

PRIMARY FUNCTIONS:

A. Reporting	40%
B. Analytics	40%
C. Cross-Departmental Support & Administrative Duties	20%
TOTAL	100%

Reporting to the Director, Institutional Effectiveness, the Senior Data Analyst will provide integrated institutional information to support evidence-based decision-making and performance monitoring. Required analyses may include descriptive and predictive analytics, trending, impact analysis, and benchmarking. This position will promote data validation and data quality activities throughout the University and will support the development of standardized data collection and reporting practices.



RESPONSIBILITIES:

A. Reporting (40%)

- Provide high-quality and accessible institutional information via business intelligence tools, such as PowerBI and SQL Server Reporting Services (SSRS).
- Apply best practices in developing dashboards, data visualizations, and reports (routine and ad hoc).
- Plan, implement, maintain, and provide tailored, standardized, and timely business intelligence support to all departments.
- Evaluate, anticipate, and advise on the impact of system changes related to data quality and completeness.
- Support data integrity through the creation of feedback loops (e.g., data quality reports and processes).
- Conduct data quality/completeness investigations and engage in continuous quality improvement initiatives.
- Develop and submit ongoing internal and external reports, such as the University Statistical Enrolment Report (USER), and Consortium for Student Retention Data Exchange (CSRDE).
- Write scripts using SQL Server Management Services (SSMS) to aggregate data in an optimized and efficient manner.
- Verify and test the accuracy and quality of the data being retrieved.
- Develop and maintain knowledge of data available from upstream sources and data within various platforms.

B. Analytics (40%)

- Determine business insights and opportunities through the collection, assessment, and analysis of complex institutional data.
- Build expressions, calculated fields, and formulas for the development of standard metrics and attributes.
- Assess characteristics of data sets to appropriately apply predictive analytics using statistical software such as Statistical Package for the Social Sciences (SPSS), Statistical Analysis System (SAS), or R.
- Combine information from multiple sources to provide holistic insights.
- Advise on the appropriate interpretation of trends and data analysis.
- Present complex material to various audiences and key partners.



C. Cross-Departmental Support & Administrative Duties (20%)

- Work collaboratively with key partners and end users to ensure data and benchmarking information is accessible, accurate, reliable, and relevant.
- Support cross-departmental priorities and projects through the provision of data and insights.
- Seek out and coordinate efficient and effective data collection and reporting practices.
- Other duties, as assigned.

WORKING CONDITIONS:

Physical Effort	<i>Minimal</i> Work activities require minimal periods of physical effort.
Physical Environment	<i>Minimal</i> Minimal exposure to unpleasant/disagreeable conditions.
Sensory Attention	<i>Considerable</i> Work requires a frequent need to concentrate on various sensory inputs for a lengthy duration requiring diligence and attention.
Mental Stress	<i>Considerable</i> Work activities are performed in an environment with frequent exposure to mental pressure conditions where mental stress may be noticeable. Unpredictable work environment, regular disruptions, and complex problem-solving skills are required.

MINIMUM QUALIFICATIONS

- Undergraduate degree in a field emphasizing qualitative and quantitative research principles, theories, and methodologies, and a minimum of five (5) years of experience in data management, linkage, interpretations, and reporting, or an equivalent combination of education and experience, is required.
- Knowledge and experience with SQL programming, SQL server data tools (SSRS, SSIS, SSAS), MS Excel, and VBA are required.
- Extensive knowledge of Power BI, SSRS, and Data Warehousing is required.
- Experience with statistical tools such as SAS, SPSS, or R is considered an asset.
- Knowledge of best practices in data governance, data handling, and information privacy/security.
- Attention to detail, analytical, and innovative problem-solving skills.
- Ability to independently plan, prioritize, and organize work activities consistent with



- meeting established objectives.
- Ability to adapt to new technologies and use them to improve current infrastructure.
 - Exceptional interpersonal skills with a proven ability to build and maintain positive relationships.
 - Excellent communication skills, particularly the ability to make formal presentations, read and interpret specialized technical documentation, and compose business proposals related to systems analysis and project management.
 - The ability to work effectively with people of diverse backgrounds, styles, and abilities.
 - Excellent use of technology for collaboration.
 - Willingness and ability to travel between campuses, as required.

Salary Scale: \$76,691 to \$95,863 annually

**Please submit a resume and cover letter (combined PDF) to
talent.acquisition@algomau.ca no later than 4:00 p.m. on March 07, 2024.**

Algoma University is strongly committed to fostering diversity and inclusivity within our community and is an equal-opportunity employer. The university invites and encourages applications from all qualified individuals who would contribute to the further diversification of our Institution, including equity-deserving groups that are traditionally underrepresented in employment (Indigenous peoples, racialized persons, women, persons with disabilities, and 2SLGBTQQIPA+ persons).

In accordance with the Accessibility for Ontarians with Disabilities Act, 2005, upon request, accommodation will be provided by Algoma University throughout the recruitment, selection, and/or assessment process to applicants with disabilities.