Job Description – Data Analyst

Reports To: Vice-President Academic and University Affairs
Employee Status: Part-time
Length of Term: June 2014 – August 2014 (8 weeks)
Hours per Week: 20
Salary: $12.50 per hour (tier 3 – specialized skills)

Overview
This position will work with the Office of the VP Academic and University Affairs to analyze the data from the 2014 Academic Experience Survey. The Analyst will assist drawing key themes and recommendations. This position will also co-author and present a final report with recommendations to AMS Executives, Council and the Executive Director.

Duties and Responsibilities
• Quantitative and qualitative data analysis
• Assist with writing final report and recommendations
• Assist with creation of material for follow up focus groups and interviews
• Other duties as required

Qualifications and Experience
• Strong research and report writing skills
• Strong oral and written communication skills
• Quantitative data analysis experience
• Knowledge of data analysis tools (Excel, SPSS, etc.) an asset
• Able to work independently on short timeline
• General knowledge of current landscape of UBC an asset