Job Description

Under the direction of the Executive Director, the Research Associate will be responsible for conducting research and analyzing policy related to issues impacting the graduate student experience at the University of Calgary. Key functions of this role include: data collection from other post-secondary institutions in Canada in relation to Advocacy issues; Health and Dental services; and other business related to the GSA as determined by the Board. This position is ideal for someone with high attention to detail who can take initiative.

The Research Associate position is a term-certain, contract position that exists to provide comparative data for decision making purposes. The Research Associate will use market research, data collection and analysis skills to ensure all relevant information is presented in an unbiased format for the Board of Director’s consideration in relation to assigned tasks. Further, the Research Associate will consolidate all information into actionable recommendations, reports, and presentations. The incumbent will work both remotely and on-site, and report on progress to the Executive Director on a weekly basis.

Key Responsibilities

- Provide recommendations and advice based on experience and data analysis to the Board of Directors and the Executive Director for decision making purposes;
- Understand GSA objectives and design research methodologies to identify all possible outcomes in relation to clearly defined problem statements;
- Compile and analyze data using proven statistical methods;
- Perform valid and reliable market research analysis and use this information to identify resource allocation in relation to recommendations presented;
- Formulate detailed reports, identifying problem statements, research questions, methodologies used for market identification; perform data collection, and analysis; compile research findings, recommendations, and alternatives;
- Provide competitive analysis on various market offerings where relevant, identify trends, pricing, and business models; and
- Catalogue all research findings in a format determined in consultation with the Executive Director for future use.

Knowledge and Skills:

- The ability to quickly understand complex information in the context of the graduate student experience;
- Acute organizational and time management skills;
- Proven research analysis experience and the ability to interpret and present data;
- Strong communication and presentation skills;
- Search engine, web analytics, and business research tools acumen;
- Adequate knowledge of primary and secondary data collection methods
- Working knowledge of data warehousing, modelling, and mining; ability to use statistical analysis methods and tools;
- Strong analytical and critical thinking skills;
- Ability to complete multiple, competing tasks and deadlines with a high degree of accuracy; and
- Ability to develop collaborative working relationships with diverse populations in an academic setting.
**Qualifications**

- Minimum of an undergraduate degree from a verifiable post-secondary institution, or a combination of education and experience; a Master’s is preferred;
- A high attention to detail as it pertains to records management;
- Maintains current knowledge of compliance regulations in all areas of functional responsibility;
- Ability to complete multiple, competing tasks and deadlines with a high degree of accuracy; and
- Ability to develop collaborative working relationships with diverse populations in an academic setting.

**Status:** Contract – expires March 31, 2019. This position requires approximately 10 – 15 hours per week, depending on the time of year and research project assigned. The successful candidate will be required to work both remotely and on-site, and keep a log identifying hours worked and tasks completed.

**Salary:** $33.00/hr

**Qualified applicants** should submit a cover letter stating your interest in this position and project, as well as a current curriculum vitae. **The application deadline is July 8th, 2018.** Materials should be submitted electronically in .pdf format to the email address below. Please note that incomplete applications will not be considered. We thank you for your application. Only successful applicants will be contacted, with interviews scheduled the week of July 9th, 2018.

The application package should be directed to:

Lina Girgis, Volunteer and Services Coordinator
ES 1030, Campus Place N.W.
University of Calgary
T2N 1N4

Email: l girgis@ucalgary.ca