

Job Posting: 14222 - Position: Strategic Enrolment Data Analyst

Co-op Work Term Posted: Spring 2021
App Deadline 12/09/2020 11:59 PM
Application Method: Career Bridge

Company Information

Organization University of Lethbridge
Salutation Ms.
Job Contact First Name Job Mandy
Contact Last Name Contact Moser
Title Manager
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Province / State T1K 3M4
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Country

Job Posting Information

Term Posted Spring 2021
Job Title Strategic Enrolment Data Analyst
Duration 8 Months
Job Location (City/Town) Lethbridge
Job Location (Province/State) Alberta

Job Description

Co-op work term placements must accommodate all public health measures that are in place for the region where the work term will take place and for the proposed duration.

Overview:

The Office of Institutional Analysis is seeking a full-time graduate student with expertise in data analyses utilizing artificial intelligence (AI) for a full-time, 8-month co-op work term.

Reporting to the Manager of Institutional Analysis, the Strategic Enrolment Data Analyst will gather and analyze relevant data to identify key patterns and other findings to inform enrolment planning for the 2021/2022 academic year. The student will work closely with the team in Institutional Analysis to transform data into insight to support decision-making and planning. The focus of research conducted will be on undergraduate enrolment and learning activities.

Examples of research may include:

- Examining attrition data and determining what predictive factors may lead to the students' withdrawals (synchronous/asynchronous course delivery, did they have any in-person learning activities; which types of courses tended to lead to higher attrition, etc);
- identifying types of students that are more at risk than others; and
- evaluating different strategies to anticipate and avert attrition related to these issues.

Job Requirements

Major Tasks:

Developing and communicating findings from predictive models to inform enrolment planning for the 2021/2022 academic year. This includes, but is not necessarily limited to, identifying research questions; reviewing best practices and approaches to enrolment analysis; gathering, cleaning, and preparing data from Banner; identifying and implementing predictive modeling techniques to support analysis; assessing and evaluating the findings from predictive models; liaising with various internal stakeholders; and summarizing and presenting results to Deans and other groups responsible for enrolment management.

Required Skills:

- Research skills for gathering primary data, analyzing data, summarizing data, and reporting data results.
Experience with current tools for machine learning and predictive modeling.
- A working understanding of ORACLE, SQL, and web-application frameworks. Strong written and oral communication skills are crucial for supporting the preparation of meaningful reports and presentation materials.
- Strong attention to detail and problem solving skills.
- Ability to work with a high degree of independence, prioritize tasks, and focus on multiple projects and deadlines simultaneously.

Desirable Skills:

- An interest in enrolment and student experiences.
- Systems and operating knowledge of Banner student or other similarly complex information systems.

Note: International students will need a valid Co-op work permit, which is initiated by the Co-op office.

Preferred Academic Level	Graduate
All Programs	No
Targeted Degrees and Disciplines	Masters (MA-MSC) Master of Science Master of Science Management Where data management, data analyses, and statistical methods are significant components
Salary	\$25.00 per hour
Projected Start and End Date	January 04, 2021 - August 31, 2021

Application Information

Application Material Required

- Resume
- Cover Letter
- Transcript

Additional Application Information

- For questions regarding the Co-op program and/or the application process, please contact Lynette Harty at coop@uleth.ca