



Institutional Researcher (Full Time Permanent Position)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1,000 full and part-time students, approximately 200 full and part-time faculty and staff, and an average class size of 25.

Located in Mohkínstsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Otipemisiwak Métis government, District 6, Calgary Elbow. St. Mary's is focused on developing the whole person: mind, body, and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

The Institutional Researcher, under the direction of the Vice-President Academic, will collaborate with multiple users to inform planning, policy development, and informed decision-making across the University. You will play an essential role in identifying the information needs of the university and you will design surveys, analyze, interpret, and produce statistical reports and summaries for, but not limited to, academic programs, student services, quality assurance processes and enrollment management. The Institutional Researcher is also responsible for providing reports and data required by the Ministry of Advanced Education, Campus Alberta Quality Council, and other external government and non-government agencies and organizations.

The successful candidate will possess a bachelor's degree in social sciences, statistics, mathematics, computer science, business management or equivalent training in a related field of study that uses quantitative data. Three years of related experience or equivalent combination of education, training and experience are an asset.

RESPONSIBILITIES:

- Extract, prepare, analyze, and summarize data/information to produce various statistical analyses and reports for university -wide, departmental, campus and unit information, planning, and decision-making needs.
- Provide direct support to program and support services quality assurance initiatives.
- Provide direct support to the strategic plan, internal planning initiatives, in addition to preparing institutional accountability plans and reports.
- Provides direct support to enrollment management and marketing initiatives.

- Maintains an archive of educationally related statistical reports and demographic/socio-economic reports, and prepares summaries and analyses as required using appropriate tools and research methodologies.
- Collects, analyzes, and disseminates data/information on past and emerging internal and external trends relevant to the University.
- Prepares and archives reports and data to meet Ministry of Advanced Education, Campus Alberta Quality Council and other government institutional performance and accountability reporting requirements and prepares and archives various reports in response to approved requests from other external government and non-government agencies and organizations.
- Prepares and validates cohort and data submissions for AB educational system research projects and reports.
- Exercises discretion and follows appropriate privacy procedures when handling data/information of a sensitive or confidential nature.
- Performs other related duties as assigned by the Vice-President Academic.

QUALIFICATIONS & ATTRIBUTES:

- Experience planning, designing, and conducting research, including statistical techniques and statistical software packages (SPSS) as well as advanced knowledge of survey methodologies and web-based survey software (Qualtrics)
- Experience working with database technologies and query languages (SQL) to extract, import and analyze data. Microsoft SQL Server experience is preferred.
- Experience working with spreadsheet software at an advanced level, including pivot tables (MS Excel)
- Excellent analytical and problem-solving abilities with attentiveness and ability to extract, manipulate and analyze complex data.
- Knowledge of student information systems and the AB post-secondary education system is preferred
- Experience with reporting packages such as Argos or Crystal Reports is an asset
- Excellent communication, collaboration, and people skills
- Excellent time and project management skills with the ability to work independently and under pressure while planning and prioritizing tasks to efficiently meet deadlines
- Ability to promote or support the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation

WHAT YOU CAN EXPECT:

As a part of the St. Mary's University community, eligible employees receive a competitive compensation package and comprehensive total rewards program that includes, but not limited to, a group benefits package, health spending account, RRSP matching, generous time off, and tuition remission. Compensation will be commensurate with qualifications and experience. *Start Date: July 07, 2025 (flexible).*

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: Institutional Researcher by 4:00 p.m. on **May 30, 2024**. We are unable to accept applications and dossiers through third party platforms.

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire based on merit and are passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***