Institutional Researcher

(Full Time, Maternity Leave Coverage)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the Catholic Intellectual Tradition, St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, 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 is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit https://stmu.ca/ *and* https://stmu.ca/about-us/strategic-plan/

ABOUT THIS OPPORTUNITY:

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.

Main responsibilities for this position will include:

- Analyze and summarize institutional data to support University planning, decision-making, enrolment management, and strategic priorities.
- Prepare and validate reports and data submissions required for quality assurance, government, regulatory, and institutional accountability purposes.
- Monitor and report on internal and external trends, including educational, demographic, and socio-economic information relevant to the University.
- Maintain accurate records and reporting archives while ensuring appropriate privacy, confidentiality, and information-handling practices.

QUALIFICATIONS :

- Bachelor's degree in, Statistics, Mathematics, Computer Science, Social Sciences or a related quantitative field, with a minimum of 3 years of relevant experience or an equivalent combination of education, training, and experience.
- Experience in research design, statistical analysis, and survey methodologies, including proficiency with statistical software (SPSS), survey platforms (Qualtrics), and advanced Excel functions, including pivot tables.
- Proficiency in database management, data extraction, and analysis using SQL; experience with Microsoft SQL Server.
- Strong analytical, problem-solving, and data management skills, with the ability to interpret complex information and communicate findings effectively.
- Excellent interpersonal, communication, collaboration, and organizational skills, with the ability to work independently, manage competing priorities, and meet deadlines.
- Knowledge of student information systems and Alberta's post-secondary education system is preferred.

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.

WHAT WE OFFER:

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.

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at https://stmu.ca/campus-life/indigenous-initiatives/. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality

APPLICATIONS:

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: **"Institutional Researcher".** Applications received by November 8, 2026 will receive priority consideration. Applications received after this date may also be considered, depending on the applicant pool and the status of the recruitment process.

All applicants must submit a cover letter with salary expectations, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. ***No phone calls please.***