



OUT OF SERVICE JOB POSTING

Applications for this posting will be accepted from current employees and the general public who meet the minimum qualifications of the job. Regular employees as defined in the CUPE Collective Agreement shall be considered prior to all others.

JOB POSTING U0-046

CLOSING DATE: July 29, 2010

STATISTICIAN

EDUCATIONAL RESEARCH & DEVELOPMENT

Note: This is a full-time regular position, starting September 7, 2010 and will be located at the Interurban Campus. Hours of work are Monday to Friday, 8:30 am to 4:30 pm.

GENERAL STATEMENT

The Statistician will report to the Director, Educational Research & Development and will, within established College policies, be responsible for program/course, student, facilities and survey statistics and reporting functions. These functions include preparing all program/course, student, facilities and survey statistical reports required by the Ministry of Advanced Education and other external agencies, and development of appropriate information support data bases under direction of the Director. Also includes responsibility for the appropriate manipulation of program/course, student, facilities and survey data bases, as well as ancillary and derived information systems, in the provision of analyses or reports in support of College decision making, planning and evaluation of both an ad hoc and ongoing nature. Also includes the archiving of internal and external, primary and secondary series and sources, and the provision of summaries and analyses of same, as required. Requires general research skills, extensive use of computers in a networked environment, developed expertise in Colleague and related software, expertise in various databases and analytic and reporting software, and familiarity with the internet in an educational research context. May require working outside of normal office hours.

TYPICAL DUTIES

Specifically, the Statistician will be responsible for:

- Preparing information needed for the production of various statistical summaries, such as the board enrolment reports, term enrolment summaries and program assessment reports etc.
- Preparing statistical information to meet Ministry of Advanced Education (non financial) reporting requirements of all types, including but not limited to Data Warehouse and Audited Enrolment reporting. In addition includes preparing statistical information in response to approved requests from other external agencies, such as Statistics Canada.
- Preparing statistical management reports from Colleague and other college data bases for the college administration on an on-going basis, and maintaining archives of these reports. These include but are not limited to program enrolments, course/section enrolments, SCH and FTEs, grades/retention/completion related reports and facilities related reports etc.
- Maintaining an archive of educationally - related statistical reports and series, and demographic and economic reports and series published external to the College, and preparing summaries and analysis of same as required.
- Assist the Director in providing data support to the Strategic Plan and other planning initiatives, as well as to institutional Service Plan reports and other investigative projects.
- Assist the Director in providing data support to the college Program Assessment/Rationalization process and Program Review & Renewal process.
- Assist the Director in providing survey data support to appropriate college activities (with an emphasis on planning and evaluation), by assisting in the design, execution and analyses of internal and external surveys.

- Manipulating all of the above mentioned data bases and information sources in support of the ad hoc data requirements of the college.
- Assisting in the audit/edit of the Colleague and other college data bases by cross-checking and other verification of basic data elements, to insure data integrity.
- Assist the Director in developing, maintaining and enhancing college management information systems by designing programming and instrumentation, and analytical and reporting systems.
- Preparing and distributing reports as appropriate from all information systems.
- On occasion, assuming limited supervisory responsibility over other employees.
- Assisting in the preparation of an office calendar detailing office activities and timelines for completion of same.
- Participating in the creation of an attractive and cooperative office environment by keeping the work area neat and comfortable whilst interacting frequently with students, staff and members of the general public in a friendly and efficient manner.
- Serving on appropriate College committees.
- Performing other related duties similar in scope and complexity.

QUALIFICATIONS

A Bachelor's degree in related field plus five years of experience, three of which are directly related to research, statistical analysis, programming or information processing, or an equivalent combination of education and experience. A knowledge of basic statistics, research design, relevant software, data collection and coding, library records and technical report writing is essential. Ability to relate well and effectively with public and College staff.

SALARY: Pay Grade 13, \$26.19 to \$28.12 per hour (JE 145)

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