



Innovation Hub Quantitative Data Analyst for the Arts & Science University of Toronto Quality Assurance Process (UTQAP)

About the Innovation Hub

The Innovation Hub seeks to discover the University of Toronto campus story, with a particular focus on student experiences. Who are our students, and how is the world changing for them? The modern university community is diverse, including people from all over the world, with their own backgrounds, needs, personalities, and quirks. Understanding the stories of each person will help us design a more human-centered campus environment that works for all.

We work with partners from U of T, learning about their students, staff and faculty by leading group discussions, hosting interactive events, and interviewing with empathy. We then take this data to produce insights and design solutions to better meet their needs.

Working at the Innovation Hub

The Innovation Hub works because of the students who work here! The most important thing to us is your experience - and the experience you gain while working here. We seek to design with students, rather than for students. Working at the Innovation Hub, you will have the opportunity to join a cross-functional, cross-disciplinary team of passionate people. You'll learn valuable skills that can be applied across a variety of career contexts.

Anti-Oppression Commitment

The Innovation Hub is committed to being equitable, anti-oppressive and to prioritizing the lived experiences of marginalized students. As such, any forms of discrimination will not be tolerated, including but not limited to racism, sexism, islamophobia, homophobia, transphobia, ableism, and anti-Semitism

Qualitative Data Analyst Job Description

The University of Toronto Quality Assurance Process (UTQAP) cyclical review ensures that academic programming at the University meets the highest standards of excellence. The cyclical review allows for maintenance and improvement through regular appraisal of undergraduate and graduate programs in academic units or those that involve more than one unit.

The Data Analyst works with research teams that conduct design thinking projects for the Innovation Hub in support of the University of Toronto Faculty of Arts & Science (A&S) Quality Assurance Process (UTQAP). The Data Analyst supports the survey portions of all the UTQAP projects, including overseeing the survey data collection and analysis, supporting teams in writing reports to present the insights uncovered in the data, making recommendations and prototypes for potential solutions.

Job Duties

- Reviewing survey templates and supporting the project coordinator in building the survey in the survey interface & tailoring the questions for each unit
- Processing survey data
- Data cleaning
- Processing, analyzing, and visualizing survey data
- Uncovering trends and distilling key findings
- Writing reports on the findings & presenting them to the Arts & Science units in an interactive presentation

Qualifications:

- Current undergraduate or graduate student with coursework and/or experience conducting statistical analysis in a social sciences context (such as education, social work, sociology, economics, statistics)
- Demonstrated experience processing large-scale datasets with statistical software packages such as R, SPSS or Strata.
- Coursework and/or research project experience conducting and interpreting data from descriptive and inferential tests including t-test, anova, and various forms of regression
- Experience building surveys and working with survey data
- Strong data cleaning and organization skills
- Strong data visualization experience working with tools such as excel, Tableau, R, Python, and/or Java
- Ability to work both independently and as part of a team
- Must be able to maintain strict confidentiality regarding survey and administrative data
- Desire to enhance the student experience at UofT
- Reliability and accountability

How to Apply

To apply to the Innovation Hub, students can submit their application through this Microsoft Form: <https://forms.office.com/r/SF8a44v3Ei>

Job applications are accepted on a rolling basis, with interviews to follow. The application deadline is **Sunday, August 20th, 2023, at 11:59pm.**

Questions

If you have questions about the role, email innovationhub@utoronto.ca for more information.