Qualitative Data Archivist Team Lead, Innovation Hub

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 people who work here! We seek to design *with* students, rather than *for* students. Working at the Innovation Hub is an opportunity to join a cross-functional, cross-disciplinary team of passionate people. Innovation Hub team members learn valuable skills that can be applied across various career contexts.

Important Job Details

This is a part-time job but requires an individual who is dedicated to the learning that it provides. Innovation Hub team members learn invaluable skills that translate into successful future career outcomes. The main benefit of this job is that you'll learn the skills that employers are looking for in a fast-paced environment and have a chance to practice them. Please ensure that you have time to dedicate to this role and a flexible schedule and the ability to meet competing deadlines and re-prioritize work.

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 Archivist Team Lead Job Duties

The **Qualitative Data Archivist Team Lead** oversees the Innovation Hub's archive of data, and coordinates data analysis support for design research teams. The Qualitative Data Archivist Team Lead leads a small team of Qualitative Data Archivists that will support the training of team members on coding and data analysis.

Data Coding & Analysis

- Oversees data entry and qualitative coding for all Innovation Hub projects
- Supports design research teams in transcription, de-identification, and anonymization/de-identification of data
- Codes qualitative data (i.e. interviews and feedback sessions) in a qualitative research software program and assists in the data analysis process
- Checks and verifies that data coded by team members and research teams meets Innovation Hub standards
- Manages the Innovation Hub's qualitative research database, ensuring that new data is coded appropriately and making existing data available to support Innovation Hub projects and initiatives
- Acts as a resident expert for the Innovation Hub's qualitative research software (Dedoose)
- Supports the design research teams in the qualitative analysis of interview-based data by uncovering trends in the data & distilling the key themes

Team Leadership & Training

- Leads the Qualitative Data Archivist team in the data analysis process to support all of the Innovation Hub's design research projects
- Trains and supports design research teams in all processes and procedures related to the Innovation Hub's qualitative research software and all practices related to data coding, analysis, and archival

Project Management

- Coordinates coding and data analysis support with Team Leads
- Anticipates needs for transcription, coding, and data analysis based on upcoming deadlines in research projects

Must-Have Qualifications:

- Exceptional leadership skills, such as ability to motivate others, plan work and ensure the team meets tight deadlines
- Qualitative research skills, primarily in qualitative coding and analysis, data analysis, insight-generation, and/or knowledge translation
- Willingness and ability to coach and train others to code and analyze data effectively
- High attention to detail to ensure consistency with all data management, coding and analysis
- High level of organization & experience with records management
- Project management skills, experience taking initiative to meet project deadlines, planning to ensure adequate time for feedback and iteration
- Experience managing tight and often competing deadlines and priorities
- Strong written & oral communications skills that can be compelling for various audiences
- Proficient in working on teams and integrating diverse perspectives
- Reliable, accountable, and able to be responsive based on project needs and expectations
- Desire to enhance the student experience at UofT

Assets
- Prior experience leading or participating in projects involving human centered design thinking
- Experience with plain language writing – the ability to convey ideas succinctly

Learning Experiences

Here's a personal note to you, the job applicant. In this role, you'll also learn how to be proactive and check in with your team members and keep them motivated. You'll learn how to look ahead at tasks and gain a proactive approach that allows you to take more initiative in the workplace. You'll learn how to convey complex data and ideas in a succinct and compelling way that inspires those in leadership towards action. You'll exercise your creativity and learn how to convey information differently for different audiences. You'll become skilled at leading and facilitating meetings (even if you think you're a shy person) and you'll gain an understanding of optimal workflows for maximum productivity. You'll learn that failure is a source of learning and become comfortable with not getting things right on the first try - an essential workplace skill. You'll start to see constructive feedback as a gift. You may already have some of these skills - and that's great - make sure to mention them in your cover letter. We look forward to your application.

Job Details

- Contract Length: 12 months from April – March
- Hours per week: 20 hours/week