



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

About the Innovation Hub

The Innovation Hub is a student-driven research collective that uses a peer-to-peer approach to understand the needs of U of T students. Campus partners provide us with real design challenges, and we hire teams of interdisciplinary students to work on each project using a consulting model. Student team members are empowered to understand their peers' needs using human-centered design and learning as they go, building confidence through practical work experience. Our projects range in scope from designing campus spaces and services, policy evaluation, listening to the needs of students from equity-deserving groups, ideating for the future, and more.

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.

Technology Resources Required

Students are required to have a working laptop or device that can connect to the internet with the ability to access MS Office 365.



Innovation Hub Qualitative Data Archivist for the Arts & Science University of Toronto Quality Assurance Process (UTQAP) Description

The Qualitative Data Archivist team supports Design Researchers on all design thinking projects by facilitating data analysis and ensuring qualitative data is processed and stored appropriately. The team is also responsible for maintaining the Innovation Hub's large database on the qualitative research software (Dedoose). Tasks for this role include transcription, de-identification, and anonymization of data. The team also uses Dedoose to conduct qualitative coding, applying appropriate research codes and tags to the stored data. To assist the design research teams in the data analysis process, the team analyzes and manages existing data in the Innovation Hub database using archival coding. Working with existing data is an important aspect of this role.

.Job duties include:

- Analyzing qualitative interview-based and ethnographic data in the qualitative research software program (Dedoose)
- Working with project databases and ensuring project data is stored accurately and with integrity
- Supporting and training research teams to conduct qualitative coding of data
- Verifying that team coding meets standard
- Suggesting new codes as necessary
- Data mining and extracting existing qualitative data from the database
- Supporting teams in the qualitative analysis of interview-based data by uncovering trends in the data & distilling the key themes

Qualifications

- Qualitative data analysis skills including qualitative thematic and archival coding Coaching abilities to help others learn to code and analyze data effectively
- Data analysis, insight formation, and knowledge translation skills
- Flexibility to work with different teams & integrate diverse perspectives
- Ability to self-organize and manage tight and often competing deadlines
- Written & oral communication skills
- High attention to detail to ensure all data is stored and coded correctly
- Data management experience, organization & recordkeeping
- 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/V6W2D1ggMH>

Job applications are accepted on a rolling basis, with interviews to follow. The application deadline is **Tuesday, August 20th, 2024 at 11:59pm.**

Questions

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