



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

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Job Board Posting



Careers.Indigenous.Link

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Enrolment Data & Process Analyst / Analyste, Données D'inscription Et Processus

Job ID 05-B6-45-A8-ED-66

Web Address

<https://careers.indigenous.link/viewjob?jobname=05-B6-45-A8-ED-66>

Company Bishop's University / Universit  Bishop's

Location Sherbrooke, Quebec

Date Posted From: 2021-10-29 To: 2022-04-27

Job Type: Full-time Category: Education

Job Start Date December 13, 2021 / 13 d cembre 2021

Job Salary Class.e 14 \$28.84 To/  \$37.65 Per Hour/de L'heure (unionized Position / Poste Syndiqu ))

Languages Excellent Verbal And Written Communication Skills In Both English And French/Ma trise De L'anglais Et Du Fran  ais L  TMor

Description

The following statements are intended to describe the general nature and level of work performed.

They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking an Enrolment Data & Process Analyst for a temporary full-time position in the Registrar       Office. Reporting to the Associate Registrar      Student Records, the incumbent will work collaboratively with the members of the University community to advance the goals of improving the institution       capacity to measure effectiveness and make data-driven decisions and plays a key role in process optimization within the Registrar       Office. This position has a work week of 35 hours from Monday to Friday. This position will not exceed two years.

Nature of duties and responsibilities

     Manages and analyses the student information database for student enrolment management purposes;

     Organizes academic institutional data for the purposes of informing, planning, decision support, assessment, and reporting;

     Has strong analytical skills to turn data into useful information, using tables, charts, and graphs to communicate the current state of the student experience;

     Provides data for the offices that oversee the preparation and publishing of internal and external reports and surveys, such as Maclean      , NSSE, and MEES;

     Serves as a data resource for various assessment and effectiveness initiatives;

     Ensures the accuracy, integrity, and timeliness of data used for both internal institutional effectiveness projects and external provincial and federal reporting of outcomes;

     Maintains well organized data files, reports, and supporting documentation;

     Assists in the design of questionnaires and other survey methodologies;

     Process Optimization      reviews processes within the Registrar       Office providing

analysis, business process re-engineering and project coordination for updating current practices;
â€¢ Coordinates the documentation of processes within the Registrarâ€™s Office ensuring the accurate reflection of current practices;
â€¢ Improves process management;
â€¢ Performs additional similar / related task as required.

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

Lâ€™UniversitÃ© Bishop's recherche un.e Analyste â€“ DonnÃ©es dâ€™inscription et processus pour un poste temporaire Ã temps plein dans le Bureau du Registraire. Se rapportant au Registraire Adjoint â€“ Dossiers Ã©tudiants le titulaire de poste travaillera en collaboration avec les membres de la communautÃ© universitaire afin de faire progresser les objectifs dâ€™amÃ©lioration de la capacitÃ© de lâ€™institution Ã prendre des dÃ©cisions reposant sur des donnÃ©es. Il jouera Ã©galement un rÃ´le essentiel dans lâ€™optimisation des processus au sein du bureau du Registraire. La semaine de travail est de 35 heures, du lundi au vendredi. Ce poste ne dÃ©passera pas deux ans.

Nature des tÃ¢ches

â€¢ GÃ©rer et analyse les bases de donnÃ©es d'information Ã des fins de gestion de l'effectif Ã©tudiant;

â€¢ Organise les donnÃ©es institutionnelles universitaires aux fins d'information, de planification, de prise de dÃ©cision, d'Ã©valuation et de rapports;

â€¢ Analyse et manipule les donnÃ©es Ã lâ€™aide de tableaux, de graphiques et autres reprÃ©sentations graphiques afin de communiquer l'Ã©tat actuel et juste selon les besoins;

â€¢ Fournir des donnÃ©es pour les bureaux qui supervisent la prÃ©paration et la publication de rapports et d'enquÃªtes internes et externes, telles que ceux de Maclean, NSSE, et le MELS;

â€¢ Agit comme personne-ressource en analyse de donnÃ©es, pour les diverses initiatives d'Ã©valuation et d'efficacitÃ©;

â€¢ Assure l'exactitude et l'intÃ©gritÃ© des donnÃ©es utilisÃ©es pour les projets d'efficacitÃ© institutionnelle internes et les rapports provinciaux et fÃ©dÃ©raux externes;

â€¢ Maintien les fichiers de donnÃ©es et de rapports bien organisÃ©s et documentÃ©s en tout temps;

â€¢ Aide Ã la conception de questionnaires et autres mÃ©thodes d'enquÃªte;

â€¢ Optimisation des processus â€“ rÃ©vise les processus au sein du bureau du Registraire en fournissant des analyses, des restructurations des processus organisationnels et une coordination de projet pour la mise Ã jour des pratiques actuelles;

â€¢ Coordonne la documentation des processus au sein du bureau du Registraire en veillant Ã ce que les pratiques actuelles soient reflÃ©tÃ©es;

â€¢ AmÃ©liore de faÃ§on continue la gestion de processus;

â€¢ Effectue toutes autres tÃ¢ches connexes au besoin

Experience

â€¢ 3-5 years of experience in data management / 3 Ã 5 annÃ©es d'expÃ©rience en gestion de donnÃ©es;

• Experience working with relational databases and query tools / Expérience de travail avec les bases de données relationnelles et outils de recherche;

• Experience with process analysis / Expérience avec l'analyse et l'amélioration des processus;

Education Requirements

• Bachelor degree in related field such as mathematics/statistics, computer science, social sciences or education / Baccalauréat dans un domaine connexe tel que les sciences sociales, les mathématiques / statistiques, l'éducation ou l'informatique

Essential Skills

• Proficiency with Excel merging data and creating pivot tables / Maîtrise d'Excel pour la fusion de données et la création de tableaux croisés dynamiques;

• Demonstrated ability to effectively and efficiently work with large volumes of complex data / Capacité avérée de travailler efficacement avec de grands volumes de données complexes;

• Highly organized, analytical, detail-oriented and multi-task proficient / Très organisé, analytique et méticuleux en ce qui concerne les détails, avec capacité de travailler sur divers projets simultanément

Additional Skills

• Familiarity with post-secondary governmental reporting standards, processes, and practices preferred / Familier avec les normes gouvernementales, ces processus et pratiques est un atout;

Other

Click "Apply Now"

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

L'Université Bishop's applique un programme d'accès égal en emploi issu de la Loi sur l'accès égal en emplois des organismes publics.

L'Université accueille les candidat.e.s qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2S+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by November 21, 2021 before 4:00 pm to careers@ubishops.ca.

Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment

process, please contact careers@ubishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez d'ici le 21 novembre 2021, 16 :00 à careers@ubishops.ca. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté. Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en prévenant et en éliminant les obstacles à l'accessibilité. Si vous n'avez besoin de mesures d'adaptation pour participer en tant que candidat.e dans le processus de recrutement, veuillez contacter careers@ubishops.ca