



# 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:

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# Job Board Posting



Careers.Indigenous.Link

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## REPOST: DATA MANAGEMENT ASSISTANT (III)

<b>Job ID</b>	<b>55381-4481</b>	
<b>Web Address</b>	<a href="https://careers.indigenous.link/viewjob?jobname=55381-4481">https://careers.indigenous.link/viewjob?jobname=55381-4481</a>	
<b>Company</b>	McMaster University	
<b>Location</b>	Hamilton, ON	
<b>Date Posted</b>	From: 2023-05-30	To: 2050-01-01
<b>Job</b>	Type: Full-time	Category: Education

### Description

At McMaster University, we strive to attract, develop, and retain talented faculty and staff, and to foster inclusive excellence which values the strengths, perspectives, and contributions of each individual. McMaster is one of the Top 70 Universities in the World and is recognized as Canada's Most Research-Intensive University. McMaster continues to be recognized as one of the top employers in the Hamilton/Niagara region and one of Canada's Top Diversity employers. The Faculty of Health Sciences, the largest Faculty within McMaster, is unique as the only Canadian university that combines schools of medicine (including two regional campuses), nursing, rehabilitation science, and the programs of midwifery, Bachelor of Health Sciences, physician assistant and postgraduate health sciences education within one faculty. Our pioneering approaches to education and our reputation for world-class research has consistently placed McMaster and the Faculty among the top 50 universities in the world for health and medicine. Those who join FHS will find a community of 5,400 talented individuals who are inspired by the faculty's commitment to our values of interprofessional collaboration, commitment to our communities, accountability, innovation, excellence, integrity, respect, and optimism. Unit/Project Description: The Undergraduate Medical Education (UGME) Program is a three-year, multi-campus program. The curriculum focuses on the mastery of fundamental concepts in Medicine and continues the McMaster tradition of problem-based learning. The Data Management Assistant (III) is instrumental to the UGME program and will provide statistical analysis for standard setting and program evaluation purposes of curriculum and program assessments. This position works closely with the UGME Assistant Dean as well as the Chairs of Student Assessment and Program Quality. Job Summary: Responsible for providing database design and data management support services for one or more projects. Ensure effective database design and maintain the accuracy, integrity, and security of computerized records systems. Purpose and Key Functions:

- Design databases in consultation with researchers, project coordinators, or project stakeholders.
- Modify and reconfigure databases to ensure the optimal storage of data and minimize data entry complexities.
- Write, update, and archive data management and quality assurance conventions.
- Develop presentations and present training sessions.
- Conduct data audits, compile results, analyze and summarize audit findings.
- Recommend modifications to processes related to data collection and data entry conventions and develop implementation plans.
- Gather and compile descriptive summaries which may require the use of software to conduct calculations and complete basic statistical analysis.
- Review case report forms, determine possible protocol deviations, discrepant data, and inconsistent reporting, and write amendment forms identifying these findings.
- Conduct site visits to assess the quality assurance of data.
- Participate in project meetings and propose recommendations for procedure modifications and development in the areas of data management, quality control, and assurance.
- Test case report forms and database capabilities and implement modifications.
- Write queries and macros using SQL, Excel, or other similar programs, to generate quality control checks.
- Extract and analyze results and recommend changes to conventions for data management.
- Recommend appropriate codes for the classification of data for assigned projects.
- Oversee the extraction and compilation of data required for reports and disseminate data to research groups, project

stakeholders, and collaborating partners.

- Write a variety of letters and memos.
- Word process a variety of documents such as project reports, case report forms, and manuscripts.
- Design case report forms that adhere to established design and composition standards.
- Respond to inquiries received from project personnel regarding relevant project issues and procedures.
- Propose recommendations for procedure modifications and development in the area of data management, quality control, and assurance.
- Enter data collected from various sources such as paper documents, electronic entry systems, and the telephone.
- File, retrieve, and purge documents.
- Attend and participate in group meetings.

Requirements:

- 2 year Community College diploma in Office Administration or related field.
- Requires a minimum of 3 years of relevant experience.

Additional Information: The successful candidate for this role will also demonstrate the following:

- Working knowledge of the UGME program in order to produce regular reports on curricular and program assessments.
- Experience with statistical analysis for standard setting and program evaluation purposes of curriculum and program assessments (exams, progress, tests, OSCE).
- Experience developing regular reports on program outcome data and statistical analysis (end of rotation program evaluations, learning site evaluations, distribution of experiences across learning sites, program and national survey data, residency matching data, admissions data, licensing exam data)
- Experience in program evaluation and statistical support of admissions, curriculum, assessment and evaluation faculty and staff portfolios.
- Understanding of the AFMC accreditation standards, support of accreditation data summary and statistical analysis requirements.
- Proficiency and experience with a variety of software - databases, word processing, web conferencing,
- Proven experience developing and presenting statistical analysis using a variety of mediums.

This position may require work outside of the regularly scheduled hours including evenings & weekends, in order to meet operational demands. This position may require occasional travel, therefore access to reliable transportation is required. Access to reliable home internet service, to facilitate the current work from home environment & pending hybrid work model, is required. What We Offer: In addition to joining a Top Ranked University, McMaster offers a very competitive Total Compensation Package that includes, but is not limited to:

- Employer Paid benefits such as Extended Health, Dental, Emergency Out-of-Country Travel Coverage & Basic Life Insurance.
- Participation in a competitive Contributory Pension Plan.
- Progressive paid annual vacation plan.
- Training, coaching and professional development opportunities.
- Employee tuition assistance for continuous development and education.
- Opportunity to be a part of an academic environment working alongside professionals who share a passion for learning.

For more information, please visit McMaster's Total Rewards website [here](#)!

For more information, visit McMaster University for REPOST: DATA MANAGEMENT ASSISTANT (III)