CANDIDATE PROFILE
IEC RESEARCH AND ASSESSMENT ASSISTANT, FALL/WINTER 2021-2022

CONTRACT PERIOD: Monday, August 30, 2021 – Friday, February 18, 2022*

Must be available for:
  • Student Leader Training – Monday, August 30 – Friday, September 3, 2021*
    o 30 hours, 9am to 4pm each day
  • Residence Move-In Day – Saturday, September 4, 2021*

RENUMERATION: Salary $15.00 per hour. The hours expected of the role are approximately 10 – 15 hours per week, with peak hours in September exceeding this amount. The role is paid up to a maximum of 200 hours during the academic school year.

REPORT TO: The role reports to the Student Experience Research and Assessment Coordinator. The supervisor for this role will provide training, support, and assistance in the execution of the job responsibilities.

ELIGIBILITY:
  • Applicants must be a returning student in the 2021 – 2022 academic year;
  • Student of UTM in good academic standing;
  • Applicants must be legally able to work in Canada.

POSITION SUMMARY:
The IEC Research and Assessment Assistant, based at the UTM campus, will provide data analysis support and expertise in support of the Student Experience Assessment Coordinator for UTM’s International Education Centre. The Research and Assessment Assistant will work closely with the Student Experience Assessment Coordinator analyzing quantitative data and creating reports based on large dataset and assessment surveys, such as the Before College Survey of Student Engagement (BCSSE), as well existing student registrarial and CLN data. This analysis and reporting is in support of developing a deeper understanding of the international student experience at UTM. Though primarily quantitative in nature, there is potential for the Research and Assessment Assistant to participate in the collection and analysis of qualitative data (experience not required). The position will run from September to February averaging 10 hours per week, most of which can be done independently, but will meet weekly with the supervisor weekly.

Undergraduate and graduate students across all disciplines with quantitative research experience and interest in postsecondary student experiences, student development, and curiosity to learn more are encouraged to apply.

REQUIREMENTS:
  • 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 with statistical software packages such as SPSS (preferred), R, or STATA; experience with Excel considered an asset;
• Coursework and/or research project experience conducting and interpreting data from descriptive and inferential tests including t-tests, ANOVA, and various forms of regression;
• Skilled at merging and manipulating existing datasets;
• Ability to work independently and collaboratively;
• Experienced with or interested in data visualization;
• Must be able to demonstrate both good data-keeping practices and ability to maintain strict confidentiality regarding survey and administrative data.
• Desire to use assessment to help tell student stories, identify opportunities and drive changes in Student Life programming

**DUTIES:**

**A. RESEARCH & REPORTING**
• Statistically analyze survey results and large quantitative datasets;
• Assisting in assessment data generation (collection, transcribing, data entry, reporting);
• Organizing and find insights in existing assessment data for the IEC;
• Preparing short reports and data visualizations based on results, shared internally and with UTM partners;
• Developing impactful data visualizations to highlight assessment findings;
• Providing a student perspective during the interpretation of assessment findings;
• Supporting creation of assessment planning and reporting templates for use in the IEC
• Conducting literature and best practices research on assigned topics;

**B. COMMUNICATION & ADMINISTRATION**
• Maintaining required levels of confidentiality regarding data;
• Monitoring U of T email account for work-related emails.
• Attending and contributing to one-on-ones with the Student Experience Assessment Coordinator.

**C. TRAINING & COMMITMENTS**
• Attending Student Leader Training in late August;

**D. ADDITIONAL DUTIES**
• Additional duties as assigned by the Supervisor.

**EMPLOYER CONTACT INFORMATION:**
Jonathan Davis, Student Experience Research and Assessment Coordinator
jonathan.davis@utoronto.ca

*All contract dates are anticipated for this time period at the time of posting. These dates will be confirmed before the successful candidate is required to sign a contract.*