



The Maritime Provinces Higher Education Commission (MPHEC) is an agency for cooperation in post-secondary education amongst the three Maritime Provinces. The Commission is accountable to the ministers responsible for postsecondary education in the Maritimes. The Commission comprises 20 members representing universities, the public-at-large (including students), and the three Maritime governments. The Commission's primary orientation in carrying out its duties is to give first consideration to improving and maintaining the best possible service to students as lifelong learners. The Commission, located in Fredericton, New Brunswick, is currently seeking an individual to fill the following position.

**POLICY AND RESEARCH ANALYST  
(RESEARCH AND DATA)  
(\$47,476 - \$66,352)**

**This is a contract position, to be awarded for a 2 year period, with the possibility of extension.**

Under the direction of the Director, Research and Data Analysis, the responsibilities for this position include, but are not limited to:

- Conduct research projects independently and provide the Commission with timely advice and analysis;
- Analyse and interpret data (administrative and survey data) for internal and external reporting purposes; produce standardized statistical tables;
- Write various documents with team input, and contribute to documents produced by colleagues (memos, minutes, analytical reports, slide presentations), often for publication
- Assist with data collection activities from institutions under the Commission's scope, following existing policy and procedures including assessing data integrity, troubleshooting data errors, data quality issues, using MPHEC proprietary software;
- Research and document data requirements, data collection and administration policy;
- Assist in the maintenance of the data warehouse;
- Respond to requests for information from the public within area of expertise;
- Other related work as assigned;
- May involve travel

The successful candidate will be expected to become familiar with the content of our data systems; be able to manage and deal with large amounts of data; demonstrate initiative, be self-directed and goal-oriented; be able to manage multiple long-term projects with day-to-day activities along with tight deadlines; be methodical and attentive in their work and have an affinity for detailed work; demonstrate initiative and an excellent capacity for problem-solving.

The successful candidate will have strong organizational skills, excellent oral and written communication skills, be flexible and adaptable and able to prioritize their work. Ideally, the candidate will possess a good understanding of the post-secondary environment.

Minimum Qualifications:

- Candidates must have at a minimum a master's degree (thesis/research-based preferred) with concentration in statistics, computer science, library and information science, physical/life sciences, social sciences or other related field encompassing a quantitative research approach;
- Experience with research methodology and design, or an equivalent combination of education and experience;
- Experience with data/information processing, statistical analysis, programming, or an equivalent combination of education and experience, ideally with experience using large data sets;
- Expertise in data manipulation is essential. Intermediate to advanced competency in SPSS or other statistical testing software; intermediate to advanced competency in MS Excel, MS Access and/or SQL;
- Excellent oral and written communications skills in English;

Asset qualifications:

Preference may be given to candidates that:

- Have the ability to communicate (oral and written) in French;
- Have familiarity with data visualization and/or data visualization software such as Tableau;
- Possess a good understanding of the post-secondary learning environment;

An equivalent combination of education, training and experience may be considered. Candidates must demonstrate in their cover letter how they have acquired the skills and qualifications for this position and their curriculum vitae should be in chronological order specifying education and employment in months and years.

The Commission offers an excellent benefits package and a stimulating work environment. Salary is commensurate with experience

Applications must be submitted quoting Competition No. PRA-Data-01 to: Maritime Provinces Higher Education Commission, 401-82 Westmorland Street, P.O. Box 6000, Fredericton, NB E3B 5H1, or by email at [mphec@mphec.ca](mailto:mphec@mphec.ca), **by March 22, 2017.**

We thank those who apply, however, only those selected for further consideration will be contacted. This opportunity may be used to fill future vacancies at the same level.