



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.

BUSINESS AND DATA ANALYST (BILINGUAL)

(\$47,710 - \$66,690)

This contract position will be awarded for a three year period, with possibility for renewal.

The responsibilities for this position include, but are not limited to:

- Conduct data collection activities from higher education institutions under the Commission's scope, following existing policy and procedures including assessing data integrity, troubleshooting data errors and data quality issues, using MPHEC proprietary software.
- Consult with client institutions.
- Research and document data requirements, and data collection and administration policies.
- Assist in the maintenance of the data warehouse.
- Respond accurately and quickly to internal and public requests for data and information.
- Assist in the development of standard definitions and methodologies.
- Analyse and interpret data for internal and external reporting purposes; produce standardized statistical tables;
- Other related work as assigned.
- Will involve travel within the Maritime region.

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 an excellent capacity for problem-solving.

The successful candidate will have strong organizational skills, good interpersonal and consultive skills, be able to interact with users and staff in non-technical, clear terms, 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:

- a university degree with concentration in computer science, information systems, physical/life sciences, social sciences, statistics or other related field;
- 5 years' experience with data/information processing, data 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 MS Excel, MS Access and/or SQL;
- Written and spoken competence in English and French is required.

Asset qualifications

Preference may be given to candidates that:

- Have familiarity with SQL Server, and SQL Server Reporting Services (SSRS).
- Have familiarity with statistical testing software;
- Have familiarity of the post-secondary education environment and student information systems.
- Have familiarity with data visualization and/or data visualization software such as Tableau.

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. Subject to the response to this competition, candidates may be required to demonstrate on their application one or more of the asset

qualifications in addition to the minimum qualifications in order to be given further consideration. Applicants who do not clearly demonstrate the above noted qualifications will not be given consideration under this competition.

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

Applications must be submitted quoting Competition No. BDA-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, **by June 19, 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.