



The Commission, located in Fredericton, New Brunswick, is currently seeking an individual to fill the following position.

DATA ANALYST – CO-OP/SUMMER STUDENT POSITION

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

- Assist with data collection activities from institutions under the Commission's scope, following existing policy and procedures;
- Assist reporting institutions with the data submission process, including assessing data integrity, troubleshooting data errors, data quality issues, and MPHEC proprietary software;
- Analyse and interpret data for internal and external reporting purposes; produce standardized statistical tables;
- Research and document data requirements, data collection and administration policy;
- Assist in the maintenance of the data warehouse.

The successful candidate will be expected to become familiar with the content of our data systems. Candidates must be able to manage and deal with large amounts of data.

Minimum Qualifications:

- Enrolled in a university degree with concentration in a relevant area is required, ideally in statistics, computer science, library and information science, physical/life sciences, social sciences or other related field;
- Experience related to 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 MS Excel, MS Access and/or SQL;
- Detail oriented, methodical and attentive in their work; affinity for detailed work;
- The successful candidate should also demonstrate initiative and will work well in a highly specialized team environment.

English is the main language of operation, and bilingualism is an asset.

The successful candidate will have strong organizational skills, excellent oral and written communication skills, be flexible and adaptable and able to prioritize their work.

Candidates must demonstrate in their application letter how they have acquired the skills and qualifications for this position. Applications and/or resumes should be in chronological order specifying education and employment in months and years.

The MPHEC offers a competitive compensation package. **This position will be awarded for a four-month period, between May 4 and September 4, 2015.**

Applications must be forwarded quoting Competition No. 15-Data-01 to: Maritime Provinces Higher Education Commission, 401-82 Westmorland Street, P.O. Box 6000, Fredericton, NB E3B 5H1, or by fax to (506) 453-2106, or by email at mphec@mphec.ca

The competition will close March 31, 2015.