



The **Maritime Provinces Higher Education Commission (MPHEC)** is an arm's-length organization accountable to the Ministers responsible for post-secondary education in the Maritimes. The Commission's mission is to assist institutions and governments in enhancing the post-secondary learning environment. It achieves this by providing assurances that university programs in the region meet established standards of quality and by conducting research on post-secondary education. The MPHEC, located in Fredericton, New Brunswick, is currently seeking an individual to fill the following position:

**RESEARCH ANALYST
(RESEARCH AND DATA)**
(\$57,616 TO \$80,574 PER ANNUM)
(One-year contract, with possibility of extension)

Under the direction of the Director (Research and Data Analysis), the Research Analyst will support the MPHEC's data collection and research activities. This position will appeal to individuals who can organize and draw trends from large data sets, are methodical and attentive in their work, and demonstrate initiative and an excellent capacity for problem-solving.

The main responsibilities for this position are:

- Assist with data collection activities from institutions under the Commission's scope, following existing policy and procedures including assessing data integrity, troubleshooting data errors and data quality issues.
- Research and document data requirements, data collection and administration policies.
- Assist in the maintenance of the data warehouse.
- Produce standardized statistical tables following an established format for publication.
- Assist with the development of standardized statistics on higher education.
- Conduct independent analyses on trends in Higher Education in the Maritimes.
- Other related work as assigned.

Minimum Qualifications

Candidates must:

- Have a bachelor's degree in a social science, life science, data analysis or related field with a minimum of four (4) years related work experience **OR** a master's degree in a related field encompassing a quantitative and qualitative research approach.
- Have demonstrated experience with data processing and analysis.
- Have experience in identifying important data trends and the effectively communicating insight.
- Have intermediate to advanced competency in MS Excel.
- Have written and spoken competence in English.

Asset qualifications

Preference may be given to candidates that:

- Have prior experience collecting, organizing and analyzing post-secondary education data
- Have experience using data visualization tools such as Power BI or Tableau.
- Have experience working with relational databases, SQL or MS Access.
- Have written and spoken competence in French.

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. An equivalent combination of education, training and experience may be considered.

The Commission offers an excellent benefits package and a stimulating and flexible work environment. Salary is commensurate with experience. A remote work arrangement within the Maritimes provinces (in New Brunswick, Nova Scotia or Prince Edouard Island) may be considered.

Applications must be submitted quoting Competition No. 20250827 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 September 12, 2025.**

Your name and other personal information you submit to us when you apply for a job will be used to process your application and to administer any resulting employment relationship. Your personal information is protected pursuant to the Nova Scotia *Freedom of Information and Protection of Privacy Act*.

We thank all candidates 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.