



UNIVERSITY OF TORONTO
FACULTY OF APPLIED SCIENCE & ENGINEERING
Troost Institute for Leadership Education in Engineering

Data Analyst

Job ID 148126

1 Position Available

Purpose

Troost ILead (Troost Institute for Leadership Education in Engineering) is forming a dynamic team of student leaders who will work together to cultivate a community that values leadership development in the Faculty of Applied Science & Engineering. The Data Analyst will be part of this team along with four Community Animators, a Digital Content Specialist, a Student Clubs Liaison, and a Photographer.

Under the direction of the Administrative Coordinator, and ILead staff, the Data Analyst is responsible for organizing, inputting, tracking and analyzing qualitative and quantitative feedback data on ILead's co-curricular programs. The Analyst will also be responsible for supporting data management and organization as during the planning and development of Troost ILead's Sharepoint site, in collaboration with university IT staff.

The Analyst will also be part of a dynamic student team with opportunities to explore and develop their own leadership skills.

Skills and Experience

- Understanding of quantitative and qualitative data collection and analysis techniques
- High level of proficiency with Excel
- An aptitude for data management
- Time management skills, proven ability to prioritize responsibilities and work accurately and effectively to meet deadlines
- Excellent interpersonal, written and verbal communication skills

Duties

- Organize and input raw data from a variety of feedback sources
- Conduct analyses of data independently or in collaboration with team member(s)
- Identify themes, and synthesize qualitative data
- Prepare, review and interpret analytic output (e.g., tables and reports)
- Assist with cleaning and structuring data, and with data interpretation and presentation
- Maintain student participation records, including participation numbers at events
- Update Troost ILead records and documentation as assigned

Collaborate - Student Team

- Attend monthly student team meetings to provide updates on your role, listen to updates from other student team members, and seek and provide feedback
- Participate in training sessions to develop personal leadership awareness and team skills
- Engage in personal development planning and continuous skill improvement with the support and mentorship of Troost ILead staff and other members from the student team

Application Materials

- Cover letter and resume

Interviews will take place in late-August.