



UNIVERSITY OF TORONTO

FACULTY OF APPLIED SCIENCE & ENGINEERING

Troost Institute for Leadership Education in Engineering

Programming Data Analyst

Job ID 176267

Purpose

Troost ILead (Troost Institute for Leadership Education in Engineering) is a dynamic leadership education program in the Faculty of Applied Science and Engineering. ILead is putting together a group of energetic students to support our Programming Team.

Under the direction of the Leadership Education Specialists 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 part of our work-study student community with opportunities to explore and develop their own leadership skills.

Qualifications

Education

Current undergraduate or graduate engineering student

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

Work-study Community

- Attend monthly work-study group meetings to connect with other students doing similar work, participate in community activities, 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 students.

Hours and Compensation

- 9-12 hours/week
- \$15/hour

Application Materials

- Through CLNx