

Job Description for Temporary, Casual or Interim Positions

Job Title	Data Analyst		
Interim Job Code	INT017	Pay Grid	Temporary
Student Work Program Job Code	WPS017	Pay Grade	Level 3

Job Summary

Perform the entry, verification, analysis and reporting of data for one or more research projects under the direction of a Principal Investigator or project lead.

Accountabilities

1. Use statistical software to enter, synthesize, analyze and interpret data.
2. Maintain pre-existing databases, data collection forms, error checking methods and related programs for collection, analysis and reporting of data.
3. Apply established research methodology to ensure all research material is handled in accordance with established protocols, policies and procedures.
4. Compile data reports required for the preparation of scientific papers and abstracts.
5. Conduct literature searches to support data for use in publications such as journal articles or papers.

Qualifications

Education: Completed or currently enrolled in a relevant post-secondary degree.

Experience: Minimum of 6 months' experience.

Working Conditions

- Typical office environment.
- Work performed under general guidance and direction.

Exclusions

- Master's education not required
- Does not provide orientation or show procedures to others.
- Does not document new designs, codes, and modifications.
- Does not write sections of scientific papers, funding proposals, grants, and abstracts, including summaries, introductions and method and result section.
- Does not apply specialized knowledge and scientific principles to review, critically appraise and interpret published literature
- Does not facilitate meetings and prepare recommendations on statistical and reporting strategies.
- Does not develop and deliver presentations and training sessions.