



Job Title	Research Specialist		
Competition No.	222339	Closing Date:	Until suitable candidate is found
Job Type/Status	Permanent Full-Time	Duration / end date (if temp.)	-
Hours per week	36.25	Work Hours	Monday through Friday; 8am – 4:30pm
Department	Department of Education Insights, Data & Research School of Student Progression & Registrar		
Location	Main Campus	Flexibility options	Work From Home Flexible
Employee Group	Management	Area	Professional

Education Insights, Data & Research offers key support to decision-makers across the education portfolio. This support includes the collection, analysis and reporting of quantitative and qualitative data to guide tactical and strategic decision making across various sectors of the institution.

Key Responsibilities:

Reporting to the Director, Education Insights, Data & Research, the Research Specialist (RS) is a part of a team who work to understand the decisions being made in the institution and provide analytical support for those decisions. This role is involved in the full lifecycle of decision support, including identifying stakeholder needs, researching solutions, analysing complex data, and presenting insights. This is an exciting opportunity for an individual who wants to be part of a team that develops meaningful research with high impacts on executive decisions and institutional performance.

Key Responsibilities:

- Statistics, Advanced Analytics and Data Science: The RS builds, programs and tests statistical models and advanced analytics solutions such as forecasting, predictive, and prescriptive models using both structured and unstructured data. By analysing and interpreting complex data, the RS provides insights on critical questions and makes recommendations for decisions.
- Business Intelligence & Reporting: The RS has strong skills in navigating Business Intelligence and Reporting solutions to provide required information for stakeholders. The RS develops written reports and presentations to disseminate research findings to a variety of audience.
- Primary Research: The RS designs, implements, interprets, and communicates primary research such as surveys, focus groups, interviews, workshops, observation, and brainstorming. The subjects of this research could include prospective students, students, former students, staff, instructors, or other groups.
- Secondary Research: The RS designs, conducts, interprets, and communicates secondary research such as environmental scanning, market research, and benchmarking. Sources of secondary research could include 3rd party datasets, government datasets, analyst reports, and academic literature.

Skills & Abilities:

- Strong relationship-building skill including the ability to develop an understanding of the stakeholder's business unit, their key concerns/challenges, and the decisions they make. This includes collaborating with decision makers to establish metrics and key performance indicators related to their subjects of interest.
- Advanced statistical and data analysis skills.
- Strong attention to detail.
- Ability to work in a fast-paced business environment, and within a team handling multiple priorities.
- Strong oral and written communication skills. Ability to report highly complex data in a form that can be easily digested by a variety of stakeholders. Experience with report writing, executive briefing, data visualization, data storytelling, and verbal presentations.
- Experience with analytical software and programming languages such as SAS, R, SPSS, and Python.
- Experience with dashboard solutions such as Tableau and Power BI.
- Experience with PeopleSoft Campus Solutions would be considered an asset.
- This position currently has no direct reports, however, experience leading and/or working with other team members would be considered an asset.

Qualifications:

- A graduate degree in a quantitative discipline, such as mathematics, statistics or economics required.
- A minimum of 4 years of experience in a quantitative research environment, preferably within a post secondary institution required.

Remuneration: \$3,281.61 - \$4,347.73 bi-weekly, plus a comprehensive benefits package.

Please submit a resume and cover letter to be considered for this opportunity. Apply online today at nait.ca/careers

About NAIT

At NAIT, people matter.

We're proud to have been named one of [Alberta's Top Employers](#) for 11 consecutive years. Developing an engaging, supportive and rewarding work culture is something we take seriously. We know that people are our biggest asset – they are what makes NAIT a great place to work.

At NAIT, you are part of a community that makes a difference in the lives of students, staff and industry clients and partners. The NAIT culture reflects our shared values of respect, collaboration, celebration, creativity and accountability. We are committed to [equity, diversity and inclusion](#) and are a proud partner of the [Canadian Centre for Diversity and Inclusion](#) and Pride at Work Canada.

What we offer

We've created a benefits package that focuses on health and wellness, professional and personal growth, recognition and work-life balance.

NAIT is a flexible workplace and depending on the nature of your role, you may request flexible work arrangements with respect to where and when you work, including being on-campus full-time, working off-site, or a combination of the two.

Employees also have access to excellent vacation time, paid time off between Christmas and New Year's, a strong recognition program, learning opportunities, 2 annual all-staff professional development days and so much more.

Health and safety

NAIT continues to encourage everyone coming to our campuses to be fully vaccinated against COVID-19 and to get their booster shots as soon as they are eligible. Vaccination against COVID-19 remains the best way to prevent severe illness and death, and third doses can boost immunity to improve protection and limit spread.





Additional requirements

Applicants with education credentials earned outside of Canada who have not had them previously assessed should have their credentials evaluated by World Education Services or the [International Qualifications Assessment Service](https://www.alberta.ca/iqas-contact.aspx) (IQAS) www.alberta.ca/iqas-contact.aspx.

Accommodations

NAIT is an inclusive employer and strives to hire a diverse workforce. If you are contacted by us regarding a job opportunity, please don't hesitate to advise if you require any accommodation during the selection process. Please contact us via email at careers@nait.ca.

We thank you for your application however only those selected for an interview will be contacted.

