



## Research Assistant

Classification: Research Assistant 1  
Full-Time Regular Position  
Thompson, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

**The Position:** The Research Assistant will assist the Department of Institutional Research (IR) with a variety of analytical and clerical tasks. This position will support the department's efforts to develop, manage and maintain projects, surveys and data reports and provide clerical tasks as requested. Specific responsibilities center around assistance with IR projects aimed at supporting institutional improvement. Most specifically the position will assist with the extraction, compiling and coding of survey data, provide input on survey design and distribution and will conduct data analysis (with support from analysts), graph results and format/design surveys and institutional reports.

### Qualifications:

- 3-4 years' experience in a post-secondary environment, preferably with some related experience in the research field or an acceptable combination of education and related experience.
- Very high level of accuracy and experience with data entry
- Strong mathematical skills
- Standard statistical knowledge
- Knowledge of data gathering techniques
- Knowledge of processes used for analyzing, summarizing and reporting data
- Experience developing and conducting surveys
- Strong computer skills (Word, Excel, PowerPoint)
- Strong communication skills (written and oral)
- Strong organizational skills
- Understanding of UCN programs, services, departments and locations we deliver into
- Personal experience and/or knowledge and understanding of the Indigenous cultures

### Assets:

- The ability to speak an Indigenous language
- Prior experience with data analysis
- Experience with survey software (eXplorance Blue preferred)
- Experience with design software for report creation (Creative-Cloud preferred)
- Familiarity with Needs Assessments

### Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Must be willing and able to travel on occasion

Applicants must provide a cover letter, résumé, references and copies of their transcripts with their application. Applicants must demonstrate on their résumé how they meet the qualifications.

*Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Indigenous candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Indigenous people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.*

**Competition Number:** 19-019  
**Closing Date:** April 5, 2019  
**Salary Range:** \$21.26 to \$24.84 hourly, plus remoteness allowance

**Apply to:** University College of the North, Attention: Human Resources  
P.O. Box 3000  
The Pas MB R9A 1M7  
Fax: (204) 623-4414  
Email: [hrinfo@ucn.ca](mailto:hrinfo@ucn.ca) (preferred format)

*We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba). Human Resources will work with applicants who require accommodation during the application or the interview process.*

*For more information and other employment opportunities, visit [www.ucn.ca](http://www.ucn.ca).*