

# Data Mining Specialist- 2nd Posting - 2371

## Job Title

Data Mining Specialist- 2nd Posting

## Job Type

Full-time Replacement

## Career Level

Professional

## Education

Bachelor's Degree

## Category

Academic support

## Salary Grade

Analyst - \$53,054 - \$90,950

## Job Description

**IMPORTANT: Effective immediately**

**Deadline to apply: July 31, 2024**

**This is a Full time Replacement expected to end in July 2025 or upon the return of the incumbent.**

**JOB SUMMARY:** Reporting to the Dean of Academic Systems in the Registrar's Office, the Data Mining Specialist is responsible for the analysis, development, coordination and monitoring of systems, methods and processes in connection with data and information, including its efficient use to make data-driven decisions supporting the mission of the college, with a particular focus on continuous improvement and student success.

## DUTIES AND RESPONSIBILITIES

- In close collaboration with the College Continuous Improvement Officer, have a global vision and understanding of the institutional data and surveys produced and administered cyclically which support various College departments and initiatives; see to the production of such material, assess their efficient use in making evidence-based decisions and make recommendations for their development and improvement; participate in developing data mining processes, systems and mechanisms integrating both day division and Continuing Education
- Respond to College stakeholders' needs for data (both quantitative and qualitative, via survey or data extractions) in an efficient manner by identifying optimal source(s) of information, be they internal and/or external;
- Design, administer, monitor, maintain and analyze surveys using various platforms (i.e. Omnivox, Survey Monkey, LimeSurvey) as well as extract information from various databases (i.e., CLARA, PSEP, DEFI, BCI) and provide data analysis
- Provide data mining support to the College in its projects and major strategic developments (i.e. strategic planning, student success, program assessment and revision, research, etc.), as well as in the planning and operation of the Registrar's Office (i.e., access to information requests, teacher allocation, government reporting, etc.), demonstrating agility and ability to facilitate change; at ease with institutional development and the ambiguity associated with innovative and emergent initiatives
- Identify, recommend and lead the development and implementation of new institutional information systems and tools that support data mining (i.e. Program Analytics App); advise the College on the purchase and use of appropriate technology, software, online resources and subscriptions that support data mining

**EDUCATION:** Undergraduate degree in statistics, data management or in another appropriate field of specialization.

## SPECIFIC REQUIREMENTS

- Work experience in using databases, research methods, data collection and analysis, and in clearly presenting data and analysis to others, preferably in an educational setting
- Knowledge, understanding and usage of statistics and database environments (such as SPSS, SQL, PSEP, DEFI, CLARA, BCI and others an asset)
- Good knowledge of the Cégep system and programs an asset
- Strong teamwork skills and the ability to establish effective interpersonal relationships at every level of the organization

- Ability to work in close collaboration with various groups, to facilitate competing needs and propose innovative solutions
- Openness, strong listening skills and a talent for expressing concepts in easy-to-understand terms
- Ability to lead and motivate teams
- Ability to problem solve, produce effectively and accurately under pressure, with minimal supervision, in a high paced environment
- Excellent computer skills (Excel, Word and PowerPoint)
- English advanced- oral and written
- French intermediate- oral, written and written comprehension

**Testing may be required to demonstrate knowledge of:**

English (advanced oral, written and written comprehension)

French (intermediate oral, written and written comprehension)

Word (intermediate)

Excel (intermediate)

**Organizational Unit**

John Abbott College -> Registrar's Office 4030

**Location**

John Abbott College - Ste-Anne-de-Bellevue, QC H9X 3L9 CA (Primary)

**# of Hires Needed**

1

**Deadline Date**

7/31/2024

**John Abbott College adheres to an Equal Access to Employment Program, and invites women, visible minorities, ethnic minorities, indigenous peoples and persons with disabilities to submit their applications.**

**We thank all candidates who submit their resumes for consideration. However, only those candidates selected for an interview will be contacted. If your work experience has changed or if you have acquired additional education since your last visit, be sure to submit your updated resume so that we may review your full career path. If you are applying from a mobile device (smartphone, tablet), you will receive an acknowledgment email asking you to update your file by submitting your CV in order for your application to be considered.**