



Job Posting

Job title

Data Research Assistant

Location

Ottawa, Ontario (remote)

Reports to

Assistant Manager, Strategic Initiatives

Job overview

This position involves implementing changes to the annual National Student and Faculty Survey (NSFS), as suggested by the NSFS Advisory Board. The research assistant works to update templates and report drafts to reflect the changes suggested. They lead staff development in using SPSS to review data collected.

This is a contract part-time position (up to 14 hours/week) for 26 weeks, to start as soon as possible.

Pay: \$55/hr.

Responsibilities and Duties

Student and Faculty Survey (95%):

- Coordinates the updating of survey content in Qualtrics.
- Drafts updated report templates for the annual survey reports.
- Reviews policies and procedures for the NSFS to ensure they are up to date and adhered to, and that they reflect Canadian Institute for Health Information (CIHI) data requirements.
- Reviews historic data to reorganize school data into different groups for analyses.
- Leads staff development in using Statistical Package for the Social Sciences (SPSS) to process current and historic data.
- Maintains organized, up-to-date cloud-based documentation on SharePoint network.
- Ensures data confidentiality and protects school privacy.

Other Duties (5%)

- Performs other duties as assigned, including supporting cross-functional team members and taking direction from the Executive Director as appropriate.

Qualifications

Required Qualifications

- Completed or in process graduate degree in nursing or other related field.
- Solid understanding of nursing education.

- Experience cleaning/preparing data sets for use.
- Experience conducting analysis activities using data.
- Experience using SPSS to process data sets.
- Understanding of Indigenization, equity, diversity, inclusion, accessibility and anti-racism principles (especially related to data sovereignty and privacy) and the ability to implement them in work and activities.
- Excellent and accurate written and oral communication skills, including report writing abilities.
- Ability to contribute effectively and collaboratively as part of a team.
- Ability to work independently and remotely with minimum supervision.
- Excellent organizational skills and able to meet deadlines.
- Ability to use good judgement, critical thinking, and problem-solving skills.
- Attention to detail, particularly when working with data sets.
- Willingness to learn new skills/software/technology.
- Proficiency with Microsoft Office Suite (Word – intermediate level expertise, Excel – intermediate level expertise, PowerPoint – basic level expertise), Outlook for email and scheduling, and Microsoft Office 365.
- Professional and positive attitude.
- Fluent in English.

Preferred Qualifications

- Fluent in French (written, comprehension and oral/presentation).
- Experience using an online survey tool (such as Qualtrics).

The Canadian Association of Schools of Nursing (CASN) is committed to employment equity, welcomes diversity in the workplace and encourages applications from all qualified applicants. Recruitment-related accommodations for persons with disabilities are available on request.

The closing date for applications is Thursday, October 30 2025 at 11:59 p.m. Eastern Daylight Time.

Please submit a cover letter and resumé to: HRRecruiting@casn.ca

Although all applications are appreciated, please note that only those candidates selected for an interview will be contacted.