

Doctoral Student Internship Opportunity –Spring/Summer 2025

Data Analysis and Reporting Intern

- Position Code: DSIP-S2025-003
- Supervisor: Margaret Colton
- Unit: First Year Experience
- Start date: May 12, 2025
- Status of employment: Casual, part-time, 20 hours/week, 125 hours total.
- Hourly rate: \$29.81
- Number of positions: 1
- Language requirements: English
- Work model: Hybrid
- Location: SGW

Internship description

The First-Year Experience (FYE) unit in Concordia’s Student Success Centre is seeking a doctoral intern to analyze survey data, identify trends, and generate reports and dashboards. This role will also build and launch the summer 2025 survey based on insights from the current year’s data. The intern will collaborate with the FYE team to translate findings into actionable strategies, ensuring data integrity and ethical handling. This position is ideal for a PhD student with strong analytical skills and an interest in student success and higher education research.

Responsibilities

- Collate and clean survey dataset.
- Examine and interpret survey data to uncover patterns, correlations, and key insights.
- Create reports and data dashboards to present findings in a clear and actionable format.
- Modify survey questions and outreach strategies based on insights from previous data analysis.

- Work with the FYE team to translate data findings into recommendations for student support initiatives.
- Maintain data accuracy, ethical standards, and best practices in research and reporting.

Skills

- Ability to identify trends, correlations, and key insights from survey data.
- Experience with statistical methods and tools for analyzing large datasets. Experience with data visualization platforms, an asset.
- Proficiency in creating clear, accessible and impactful reports and dashboards for various audiences.
- Understanding of survey methodologies and best practices for designing survey questions. Strong attention to detail in analyzing, reporting, and visualizing data.