

Doctoral Student Internship Opportunity – Winter 2025

Homeroom Program Data Analyst

- Position Code: DSIP-W2025-001
- Supervisor: Paige Hilderman
- Unit: Dean of Student Office
- Start date: December 1, 2024
- Status of employment: Casual, part-time, 15 hours/week, 240 hours total.
- Hourly rate: \$30
- Number of positions: 1
- Language requirements: English
- Work model: Hybrid
- Location: SGW

Internship description

The Homeroom program created in 2020, has been collecting data to help program improvement and development, but would like to better track the success of our participants “Poddees” over time. The program would like to correlate program objectives and outcomes to larger Concordia recruitment and retention goals, and align with Student Services to better understand the diverse Concordia student populations and target resources to their specific realities. This complements the work being done by the Institutional Planning Office, a new committee regarding data analytics, and a recent survey conducted by the Equity Office. This project aims to develop a more robust and strategic data collection, evaluation and success tracking capacity and tools.

Responsibilities

- Setting up a system to track the success (academic and engagement) of our students longitudinally including developing tools to improve and facilitate data collection from students, student facilitators and other partners.
- Collecting and analyzing data from former student’s records, as well as from currently enrolled students, and situating it within the larger Concordia student success and retention context.

- Collecting demographic information from current students to help situate our population within the current university landscape, as well as the Canadian university and college student landscape.
- Liaising with other offices at CU that could assist with collection and analysis. Certain aspects of this project require collaboration with other Concordia offices with specific mandates regarding planning and data management. The readiness of these offices to partner, the availability of technical expertise to develop the necessary tools and the existence of relevant information and data is a factor in the success of this initiative. New conversations are happening at Concordia regarding student success, retention that augur well for the success of this project.

Skills

- In-depth knowledge of qualitative and quantitative research methods and analysis.
- Ability to work autonomously, as well as in a team setting.
- Previous knowledge/experience in setting up data tracking systems.
- Ability to handle large data sets and apply appropriate quantitative statistical models.
- Demonstrate findings in an engaging, clear, and concise way.
- Experience in statistics is essential.