

Position Information

Position Rank: Quantitative Research Coordinator, or Co-Investigator (read below)

Discipline/Field: Education; Training & Development (HR); Labour Studies

Home School: School of Continuing Studies

Home Department: Continuing Professional Education

Start Date: May 2019, ending June 2020; approximately 100 hours of commitment across 13 months (average of 2 hours per week).

THIS IS A VOLUNTEER POSITION WITH POSSIBILITY FOR PAID HONORARIUM.

York University, founded in 1959, is now Canada's third largest university. The School of Continuing Studies was established in 2015 and has quickly emerged into becoming one of Canada's largest continuing education units and a national leader in adult and lifelong learning.

ABOUT THE PROJECT

The future of work will demand an employee with a specific set of cross-functional skills, which will include an ability to be agile in the workplace. The School of Continuing Studies was recently awarded a small research grant to investigate Toronto-area employers' expectations and needs regarding continuing education and its role in nurturing the agility of their prospective and current employees.

Identifying and measuring employer expectations and needs will be completed with a survey questionnaire and triangulated with respondent interviews. The questionnaire and interviews will seek to gauge and describe: 1) to what degree employee agility is important to Toronto employers, and 2) what the corresponding expectations are that Toronto employers have on continuing education. It is anticipated that the results of this research will yield questions to pursue through future research.

The Lead Investigator is required to submit a report to the Canadian Association for University Continuing Education by June 2020. Findings from this study will be used for publication in an academic journal.

POSITION DESCRIPTION

The Quantitative Research Coordinator will support the Lead Investigator by participating in the designing and administering of the quantitative research for this project, as well as leading in quantitative analysis using descriptive and inferential statistics. Based on qualification and capacity, the Quantitative Research Coordinator can be considered for Co-Investigator and the co-authoring of any future publications.

QUANTITATIVE RESEARCH ASSISTANT DUTIES

- Review and provide feedback/critique of the quantitative research design completed to date, including the design of stratified sampling methods, plan for data provisioning, drafted survey questionnaire, and planned statistical analysis
- Collect and organize data regarding Toronto employers, including incorporated name, size, and email contact information
- Clean data and perform descriptive and inferential statistics, including but not limited to t-test, chi-square, correlational and regression (i.e. bivariate, multivariate)
- Produce summary reports of the completed research
- Review pertinent literature, where required
- Liaise with the Lead Investigator as needed

Based on qualification and capacity, the Quantitative Research Coordinator can be considered for Co-Investigator and the co-authoring of any future publications.

GENERAL QUALIFICATIONS

- Minimum master's degree completed in a quantitative field, such as economics or applied math, or a master's degree in education with quantitative research experience
- Experience with a statistical tool or language such as SPSS, SAS or R
- Experience leading or coordinating a quantitative research project, and preference given to those who have experience using a stratified sampling method
- Experience cleaning and organizing data for analysis
- Experiencing collecting and analyzing data using descriptive and inferential statistics, as well as prior experience with data imputation
- Experiencing summarizing data analysis into reports and producing statistical tables and graphs

SUBMITTING YOUR APPLICATION

Applications must consist of a cover letter and curriculum vitae. Candidates may choose to include samples of their work. Preferred candidates may be asked for qualification verification (e.g., credentials). Please submit **as soon as possible** to:

Sean Woodhead
Program Manager
Continuing Professional Education
School of Continuing Studies
woodhead@yorku.ca

This volunteer posting will remain open until filled.