

Researcher(s) Position Description

SCOPE:

The Higher Education Quality Council of Ontario (HEQCO) seeks a researcher to support its research and policy agenda. HEQCO researchers are primarily responsible for supporting qualitative and/or quantitative research in support of internal HEQCO projects and publications, supporting external research projects and evaluations developed by HEQCO and undertaking other administrative responsibilities as requested.

Priority will be given to candidates with experience in the postsecondary education sector, and with backgrounds in evaluation and/or strong qualitative or quantitative research skills.

RESPONSIBILITIES:

In a multi-project environment, the researchers may support any or all of the following functions to as part of HEQCO initiatives:

- Collect quantitative data and perform analyses using statistical computer software programs.
- Collect and synthesize existing research and literature.
- Prepare briefing notes, reports, publications and/or presentations.
- Participate in evaluations of programs and initiatives, including creating logic models and undertaking the collection and/or analysis of quantitative and/or qualitative data, and reporting on results.
- Work with senior researchers, management and staff on the progress of projects and to ensure that project standards are met.
- Report on projects to management as appropriate.
- Assist with research dissemination activities e.g., creating visuals for presentations, providing event support etc.

QUALIFICATIONS:

- Minimum of a bachelor's degree
- One to 5 years of related experience, preferably in or related to postsecondary education
- Knowledge of quantitative and qualitative research methods
- Data and evidence-based orientation
- Excellent written and oral communication skills
- Strong interpersonal and organizational skills
- Proven ability to work collaboratively
- Detail- and goal-oriented
- Creative thinker

Assets:

- Experience working with governments and/or postsecondary institutions
- Proficiency with written and spoken French
- Experience with program evaluation

This posting is restricted to members of the Ontario Public Service and the [broader public sector](#). Secondments could be considered. Please submit your cover letter and resume to hr@heqco.ca by Tuesday, October 22, 2019. We thank all applicants but only those selected for an interview will be contacted.