



# DATABASE MANAGER POSITION

## SUSTAINABILITY EDUCATION RESEARCH INSTITUTE

### Description

The University of Saskatchewan is seeking a **Database Manager** to manage and analyze qualitative and quantitative data collected by the Sustainability and Education Policy Network (SEPN). SEPN is a national study on sustainability in educational policy and practice in early childhood to grade 12 education (EC-12) and post-secondary education (PSE) in Canada. This is an exceptional opportunity to gain experience working with an active, vibrant group of graduate students, researchers, and community-based organizations at a national and international scale.

### Project

SEPN is a large-scale research project on environmental sustainability education policy and practice in Canada. SEPN is led by Dr. Marcia McKenzie and housed in the Sustainability Education Research Institute (SERI) at the University of Saskatchewan.

SEPN has a substantial data management network and a wide array of qualitative and quantitative data collected through systematic literature reviews, policy analyses, censuses of sustainability features, surveys, and site analyses. The successful candidate's research will focus on the management and analysis of SEPN's extensive qualitative and quantitative databases.

Responsibilities will vary but may include: (1) creating and managing qualitative and quantitative databases, (2) assisting with planning and carrying out analysis of qualitative and quantitative data, (3) conducting background research and report writing, and (4) other clerical and organizational duties as required.

More information on the Sustainability and Education Policy Network (SEPN) and Sustainability Education Research Institute (SERI) may be found at [www.sepn.ca](http://www.sepn.ca) and [www.seri.usask.ca](http://www.seri.usask.ca).

### Accountabilities

- Maintain timely and positive communications with research team
- Attend research team meetings and other meetings as required
- Create and manage qualitative and quantitative data
- Conduct appropriate analyses and contribute to writing scholarly papers on research results
- Maintain timelines for project completion
- Assist with day to day tasks as required

**PARTNER ORGANIZATIONS**  
Association for the Advancement of  
Sustainability in Higher Education  
Canadian Centre for Policy Alternatives  
David Suzuki Foundation  
Learning for a Sustainable Future  
Sierra Youth Coalition

**CONTRIBUTING ORGANIZATIONS**  
Assembly of First Nations  
Canadian Federation of Students  
Global Youth Education Network  
Métis National Council  
Sustainability Solutions Group

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[www.sepn.ca](http://www.sepn.ca)

 Social Sciences and  
Humanities Research  
Council of Canada

Conseil de recherche  
en sciences huma  
du Canada



## Qualifications

**Education:** A Master's or PhD in data management, database management, information systems or related area.

**Experience:** Knowledge and experience in building qualitative and quantitative databases including but not limited to NVivo, SPSS, and Excel; familiarity with a variety of qualitative and quantitative data analysis methods; experience interacting with collaborators and working with multidisciplinary teams.

**Skills:** Ability analyze qualitative and quantitative data using NVivo, SPSS, and/or Excel; Excellent interpersonal skills; excellent interpersonal skills; excellent communication skills (written and verbal); ability to work productively, both individually and in groups; ability to work independently, following timelines to complete work in efficient manner. Fluency in French (written and verbal) is considered an asset.

## Conditions

This position is a part-time (16 hours/week) 7-month term contract with a flexible start date. Hours of work and rate of pay are negotiable. The preferred location of work is Saskatoon, Canada but remote work with some travel is negotiable.

Please submit a cover letter, current Curriculum Vitae, and writing sample electronically to Nicola Chopin, SEPN Project Manager, [nicola.chopin@usask.ca](mailto:nicola.chopin@usask.ca).

Only individuals to be interviewed will be contacted. This position will remain available until a suitable candidate is found.

**Deadline:** February 28, 2015