



THE UNIVERSITY OF BRITISH COLUMBIA



First Nations House of Learning  
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**Job Title:** Indigenous Strategic Plan Implementation Committee Data Analyst & Writer (Part-time, short-term) 250 hours maximum Sept 2024 – April 2025

**Position Classification:** Graduate Academic Assistant

**Job Description:**

UBC Vancouver's [Indigenous Strategic Plan](#) (ISP) has been in place since 2020. The plan is intended to inform and guide the University's Faculties and Vice-President Portfolios (e.g., Provost & Vice-President, Academic, VP Students, etc.), including their respective units, as it pertains to their Indigenous engagement activities and commitments.

The University is committed to implementing its Indigenous Strategic Plan as part of fulfilling its commitment to truth and reconciliation with Indigenous Peoples in Canada. For this reason, it is important that leadership from across Faculties and VP Portfolios have access to information that serves to inform ISP-related discussions, planning, and decision-making.

The [Indigenous Strategic Plan Implementation Committee](#) (ISPIC) is composed of several Faculty and Indigenous student services representatives and is mandated to monitor and track the ISP's implementation across UBCV's Faculties and VP Portfolios. Therefore, as part of a two-part project, the committee recently collaborated with the Vancouver Campus's Faculties on a review of their pre-ISP Indigenous engagement activities and current ISP activities and commitments, and now it would like to do the same for each of the VP Portfolios. To complete this work, a Data Analyst-Writer is required.

Under the direction of the Acting Director, First Nations House of Learning, and chair of ISPIC, with close support from a small working group, and in consultation with an ISPIC baseline report advisory committee, the Data Analyst & Writer will mainly do the following:

1. Lead the development of a data collection tool & summary report outline
2. Monitor and analyze incoming data
3. Participate in discussions with Portfolio leads
4. Write, edit, and finalize a summary report

Portfolio leads, who are appointed by their respective Vice Presidents, will be tasked with collecting information on their respective units in response to the data collection tool. This information will then be compiled into a VP Portfolio response and submitted to ISPIC, which

will then be summarized into a report. The Data Analyst & Writer will be supported by a part-time project manager and project assistant, with regular guidance provided by the working group.

The purpose of the summary report is to inform Faculties and Portfolios, in terms of key themes, gaps, challenges and opportunities, as they consider new or additional ISP implementation steps. The data collected from VP Portfolios will include a list of their Indigenous engagement activities leading up to the ISP's release in 2020, as well as subsequent ISP-related initiatives and commitments. Other relevant data will also be considered. The summary report, combined with the previously completed Faculty report, will also give insight into the status of the University's implementation of the ISP, which will be used to inform stakeholders on its progress.

### **Organizational Status**

Reports to the Acting Director, First Nations House of Learning, at UBC Vancouver. Works in cooperation with the working group, which is composed of representatives from the [Office of the Provost & Vice-President, Academic](#), and the [First Nations House of Learning](#).

### **Work Performed**

Duties and Responsibilities:

- Support discussions on the development of a data collection tool, including processing input from the working group and ISPIC baseline report advisory committee
- Support and participate in online and hybrid discussions with Portfolio leads
- Monitor incoming data
- Support discussions on the development of a summary report outline, following a similar process as the data collection tool
- Analyze data (qualitative and quantitative) for the purpose of writing a summary report, which will involve identifying themes, gaps, opportunities, common practices, and other things of interest.
- Write, edit and support the finalization of the summary report, which will involve writing a draft, seeking and processing stakeholder feedback.

### **Qualifications:**

Education & Experience:

- Current graduate student (we encourage applicants from diverse areas of study)
- Experience and familiarity with qualitative and quantitative research methods and interview question building
- Experience with writing of reports and publication papers
- Experience working across a variety of Faculties/Portfolios is an asset
- Experience working with Faculty and administrative leadership is preferred

Skills & Qualifications:

- Demonstrated skills in gathering and analyzing data
- Interest and experience working in applicable areas of research
- Excellent communication skills: professional email/phone correspondence and

information presentation

- Experience writing reports and/or publications
- Experience working with people from a diverse range of backgrounds/cultures
- Excellent computer skills (word processing, e-mail, spreadsheets, presentations)
- Willingness to learn, follow guidance, and take initiative when required to complete tasks
- Strong organizational and time management skills, as well as adaptable to changing circumstances
- Ability and willingness to work both independently and as part of a team with knowledge and/or sensitivity to issues
- Considered approachable, knowledgeable, and open to learning about themselves and others

Indigenous students are strongly encouraged to apply.

**Terms and Conditions:**

While we are looking for someone who is flexible in terms of the days and hours needed to carry out the work, allowances will be made to accommodate your study schedule and other commitments. But generally, it will involve anywhere from 7-21 hours per week over a span of five months, from September to January, to a maximum of 250 hours. Unused hours may extend the position for an additional month, upon agreement.

Work is mainly remote, with the possibility of one in-person meeting with Portfolio leads.

The rate of pay is \$40 per hour, plus 4% in lieu of vacation pay.

**How to Apply**

To apply, send a cover letter, resume, and samples of your writing to Debbie Hart, [debbie.hart@ubc.ca](mailto:debbie.hart@ubc.ca). The deadline to apply is September 6, 2024. Short-listed candidates will be interviewed the week of September 16, 2024. Incomplete applications will not be considered.