

Job posting

Position: Instructor, Working with Administrative Data

Posting Date: September 20, 2021

Closing Date: Posting will remain open until the pool is filled

Of Hires Needed: 1

Format: Online

Date: September-December 2022 and following terms

Pay Rate: \$6250 plus 4% vacation pay

Continuing education has been an integral part of the University of Victoria since its inception in 1963. Today, the Division of Continuing Studies (DCS) provides adult and continuing education programming in co-operation with UVic faculties and community partners. We offer a comprehensive portfolio of programs in a range of academic disciplines, using diploma, certificate, degree, and other programming models to serve adult, part-time, international, and geographically dispersed students.

Position summary:

The Division of Continuing Studies is interested in developing long-term relationships with superior instructors who have high professional standards, excellent communication skills, enthusiasm, and a commitment to creating learning experiences immersed in adult education principles.

We are seeking a professional who desires the opportunity to share their knowledge and experience in the field of Population Health Data Analysis through the delivery of our [Working with Administrative Data \(PHDA 01\)](#) course. This position requires extensive working knowledge of research using administrative data and proficient use of SAS for data management and construction of analytic data sets. The successful candidate will be familiar with health research (or related) analysis methods. We are especially interested in candidates who can demonstrate the development of creative analytic concepts (from complex, raw data.

Qualifications:

Applicants must have:

- A minimum of a master's degree in Epidemiology, Population or Public Health, or Quantitative Social Science discipline; research and/or work experience in the fields of administrative data analysis and/or population and public health.
- Technical knowledge and experience with large administrative data sets and data management expertise using SAS with some R programming
- Research experience in the fields of population health, health services research, epidemiology or a related area.
- Skill in developing research questions and conducting research, ideally with some background in the creative use of administrative data.
- Excellent interpersonal, communication, and facilitation skills.
- Teaching experience; knowledge in distance education considered an asset.

Courses description:

This course examines the basics of what administrative data are:

- where they come from
- how they can be used for research
- what the data produced for research projects look like
- the skills needed to work with them
- basic statistical analysis of these data

This course also provides an overview of ethics and privacy issues related to research uses of administrative data.

Learning objectives

- Articulate privacy issues and protections as they relate to the analysis of administrative health data for research purposes.
- Articulate a clear and "research-ready" research question appropriate to administrative health data.
- Create a data dictionary.
- Create an analytic data set—with one record per person—from administrative data.
- Navigate within and use Population Data BC's Secure Research Environment.
- Use SAS statistical software both for data management and for (relatively simple) data analysis.
- Write methodology that supports reproducibility of the analyses undertaken.
- Present findings showing policy relevance of your research.

For further information about the **Professional Specialization Certificate in Population Health Data Analysis**, please visit continuingstudies.uvic.ca/phda

The PHDA fully online, non-credit courses are offered as a partnership between [Population Data BC](#), the University of Victoria, Division of Continuing Studies, and the Department of Geography.

How to apply:

Please submit a cover letter and current resume (in pdf format) to:

Ash Moosavi, Program Coordinator

Division of Continuing Studies University of Victoria

phdacoord@uvic.ca

Equity statement:

The University of Victoria is an equity employer and encourages applications from women, persons with disabilities, members of visible minorities, Aboriginal Peoples, people of all sexual orientations and genders, and others who may contribute to the further diversification of the University. All qualified candidates are encouraged to apply; however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.