

CGA is the fastest-growing accounting designation in Canada. With a focus on integrity and ethics and the highest education requirements, CGAs are accounting and business leaders, providing strategic counsel, financial leadership and direction to all sectors of the Canadian economy. Founded in 1908, the Certified General Accountants Association of Canada represents 64,000 CGAs and students in Canada, Bermuda, the Caribbean, Hong Kong and China. The Association sets standards, develops and maintains education programs, publishes professional materials, advocates on public policy issues and represents CGAs nationally and internationally.

Position Vacancy

JOB TITLE	Performance Measurement Analyst
STATUS	9 month contract position
LOCATION	Vancouver
REPORTS TO	Manager, Performance Measurement and Reporting

JOB SUMMARY (MISSION)

Working in the Examination's Department, this position is responsible for researching, developing and implementing business processes that enable analyses and reporting of student and examination performance measurement information. The incumbent will be expected to ensure that the examinations process meets or exceeds best practices in the "tests and measurement" area as well as work within various guidelines and standards set by CGA-Canada's Examinations department.

DIRECT REPORTS

n/a

INDIRECT REPORTS

IT staff who are assigned to Exam projects (i.e.) collaborate with IT to ensure proposed tools match closely with functional requirements.

SPECIFIC RESPONSIBILITIES AND RESULTING OUTCOMES:

Measurement and Evaluation

- Research, design, develop and implement, statistical methodologies based on the analysis of performance measurement information from the CGA Program of Professional Studies
- Develop and implement performance measurement indicators such as flow through, alpha marks, etc. for use in a certification/education environment
- Prepare reports, trends and complex analysis documents, and present findings to management for decision making purposes that influence future development of exams

Technical

- Representing the business unit (Exams), participate in project teams that create and/or implement systems to support the department's business requirements. *Example of upcoming project: data integrity project and coordination with IT in the migration of data from MS Access to MS SQL*
- Develop business processes and procedures to ensure data integrity and to resolve data discrepancy issues

- Identify data that needs to be extracted/exported and perform data manipulation as dictated by the analysis method required (i.e. student performance, marker performance, etc.)
- Responsible for the design, implementation, programming and testing of MS Access database applications based on EXAMS requirements.
- Ensures data integrity
- Participates in data extraction, manipulation and analysis

QUALIFICATIONS

Knowledge & Experience

- Bachelor's degree in an appropriate analytical discipline (such as Computer Science, Statistics, Mathematics or Educational Studies), with specialized courses in information systems, applied statistics or research methodology
- Minimum of 2 years work experience in a professional or education environment
- Plus 2 years of related experience in the quantitative research and relational database systems design field.
- Knowledge of inferential statistics and their application to educational research
- Expert working knowledge of the MS family of Office products (specifically creating interfaces and queries using MS Access) and familiarity with other survey design and analytical software
- Some understanding of object-oriented database design would be an asset
- Knowledge of database query languages
- Understanding of complex student information structures (at the post-secondary level)

Skills and Abilities

- Sound numeric skills
- Results oriented, with the ability to work collaboratively in a project-team environment
- Good presentation and interpersonal skills and excellent report writing abilities
- Ability to present complex concepts to a non-technical audience as well as articulate the business needs to IT by identifying activities which may be improved through the use of technology
- Proven analytical, problem-solving, organizational and project coordination skills

Please send your résumé and cover letter by May 07, 2007, to:

**CGA-Canada, Human Resources Department
800 – 1188 West Georgia Street
Vancouver, BC V6E 4A2**

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