



Hiring: Part-time Data Analyst Assistant (Temporary)

Job Description: Temporary, Part-time

Position Title: Data Analyst Assistant (Contractor)

Position Expectation: 60 hours total (5 hours per week), 3-month contract with possibility for extension

Position Compensation: \$430/month

Position Posted: July 7, 2026

Application Deadline: 11:59 pm, July 24, 2026

Start Date: Aug 17, 2026

Workplace Location: Remote work/Queen's University, Kingston, Ontario

Description:

The Public Service Alliance of Canada (PSAC) Local 901 represents 2000+ academic workers at Queen's University, Kingston, Ontario. PSAC 901 comprises Unit 1 (Teaching Assistants, Research Assistants and Teaching Fellows) and Unit 2 (Postdoctoral Scholars). We are hiring a part-time, temporary research assistant to assist in data management for a contract compliance project. This position is open to any candidate but PSAC 901 members will be prioritized. The primary work required for this contract will concern working closely with the Information Officer, and collecting, analyzing, and interpreting data, including sensitive information. A non-disclosure of confidential information is required.

The start date will be the week of August 17, 2026. This is a three-month contract with the possibility of extension. The ideal candidate is a confident person with experience handling large amounts of data, creating and maintaining spreadsheets, understanding the Collective Agreement, able to maintain privacy and confidentiality, and who is able to work on a team and independently.

Key initiatives and responsibilities will include, but are not limited to:

- To work closely with the Information Officer as well as other PSAC 901 Executive Committee members and staff to collect, maintain, and interpret sensitive information;
- To approach this work from an Indigenization - Equity, Diversity, Inclusion, Anti-Racism, and Accessibility (I-EDIAA) perspective that reflects the needs of the membership;
- Meet with and provide updates regularly to the Information Officer, and attend other relevant meetings as requested by the Information Officer, to coordinate work with the Executive Committee and/or Member Services Coordinator;

- Take initiative to implement ideas and goals, and resolve issues as they arise independently as well as collaboratively;
- Help with the development of data management systems;
- Maintain and protect member privacy.

The skills and qualifications for this temporary contract are:

- Excellent written and oral communication skills;
- Experience with G-Suite, Excel, data management;
- Ability to understand and interpret the Collective Agreement;
- Demonstrated experience working from an I-EDIAA perspective;
- Strong organizational and planning skills, with the ability to create and meet project timelines while working remotely;
- Responsive and thoughtful; experienced coordinating projects in a collaborative setting, as well as comfortable taking initiative and completing work independently/with minimal supervision;
- Ability to work flexible hours and attend meetings virtually or in person ('attend' does not necessarily require the use of a camera or oral communication; please indicate any accessibility requirements in your application);
- Knowledge of, or experience working with organizations such as PSAC 901 (non-profits, community groups, academic spaces, labour organizing, et cetera) is considered an asset;
- Experience as a TA/RA/TF/Post-Doc is considered an asset, but not required.

To apply:

Please include a **one-page (maximum) cover letter briefly stating your skills, experience, and qualifications, and a current non-academic CV (max. 4 pages)**. Email your application as a single .pdf file (max. 5 pages total) with the subject line "Data Analyst Assistant Application" to:

Heather Poussard-Nadeau, Information Officer
info.officer.psac901@gmail.com

Interviews will be conducted over Zoom during the week of August 10-14, 2026. Candidates selected for interviews may be asked to provide two references for follow-up after the interview.

PSAC 901 is committed to employment equity and diversity in the workplace. We encourage applicants from equity-seeking groups, including women, Indigenous peoples, racialized persons, people with disabilities, and persons of any sexual orientation or gender identity, to apply.