

## **Job Posting:170670 - Position: F25 Co-Op Student Data Analyst 170670B**

<b>Co-op Work Term Posted:</b>	2025 - Fall
<b>App Deadline</b>	06/15/2025 11:59 PM
<b>Application Method:</b>	Through UBC Science Co-op
<b>Posting Goes Live:</b>	06/12/2025 12:33 PM
<b>Job Posting Status:</b>	Approved

### **ORGANIZATION INFORMATION**

<b>Organization</b>	Electrical Safety Authority (ESA)
<b>Address Line 1</b>	155 Matheson Blvd. West
<b>City</b>	Mississauga
<b>Postal Code / Zip Code</b>	L5R 3L5
<b>Province / State</b>	ON
<b>Country</b>	Canada

### **JOB POSTING INFORMATION**

<b>Placement Term</b>	2025 - Fall
<b>&lt;b&gt; Job Title &lt;/b&gt;</b>	F25 Co-Op Student Data Analyst 170670B
<b>Position Type</b>	Co-op Position
<b>Job Location</b>	Mississauga, ON
<b>Country</b>	Canada
<b>Duration</b>	4 months
<b>Salary Currency</b>	CAD
<b>Salary</b>	1544.0 per week for 35 Major List
<b>Job Description</b>	

#### **POSITION DESCRIPTION**

Reporting to the Data Analytics Manager, the Student Data Analyst will:

- Provide assistance to the data analytics team.
- Create basic reports in Microsoft Dynamics 365 and Power BI
- Support analytics in developing and maintaining dashboards and reports using Power BI for projects.
- Assist with the collecting, cleaning, and organizing of datasets from various sources.
- Collaborate with team members to understand data requirements and translate them into actionable insights.
- Facilitate the creation of data models for analytics requested by business users.
- Demonstrate basic report functionality to business users as required.
- Perform other duties as required.

#### **REPORTING RELATIONSHIPS/PAY**

**This is a unionized role; the position is represented by the Society of United Professionals.**

**The weekly wage is \$1,544/week for a 35-hour work week.**

Reports to: Data Analytics Manager

Works Closely with: Data Analytics/Licensing

All ESA

**Occ Code: 691002**

## **Job Requirements**

### **Selection Criteria**

- The successful candidate must be in the process (**third or fourth year**) of completing their undergraduate degree in computer science, statistics, mathematics or business analytics.
- Proficiency in Microsoft Excel (pivot table, power query, advanced formulas).
- Planning, organizational and time management skills to effectively participate on the data analytics team to balance multiple tasks and work within deadlines.
- Understanding of program development and evaluation, research and analytical approaches and techniques.
- Ability to translate technical functionality to non-technical users.
- Excellent oral and written communication skills.
- Good judgment and interpersonal skills.
- Exposure and knowledge of statistical languages (e.g. Python, R) and SQL is recommended.
- Working knowledge of Power BI, Azure, and Microsoft Dynamics 365 are assets.

**Citizenship Requirement**      N/A

## **APPLICATION INFORMATION**

**Application Procedure**      Through UBC Science Co-op

**Cover Letter Required?**      Yes

**Address Cover Letter to**      Laura Brannan

### **Special Application Instructions**

#### **HOW TO APPLY**

Qualified Applicants please send your cover letter and resume to [laura.brannan@electricalsafety.on.ca](mailto:laura.brannan@electricalsafety.on.ca).

If you have any questions regarding the posting, please contact Laura Brannan at [laura.brannan@electricalsafety.on.ca](mailto:laura.brannan@electricalsafety.on.ca)

#### **Posting:**

<https://www2.pcrecruiter.net/pcrbin/jobboard.aspx?JOBSHAREAJ735CMHWHYGYS6POIKV7IKRXVPDB556UO7UMR5IP4PSFLWCRIRO3KUEXFV7RQAQJY6TLHENAIXE4EZ3FK7QMI57C2JZRXW550FXOV4U3QBNHDGW5R2RSE4DIBD54GVL35E4DH2Q>

Please click the "I intend to apply to this position" button on SCOPE and also submit your application via the employer's website.

Applications are accepted on a rolling basis and the posting may be expired at any time by the employer as submissions are received.

Students should submit their applications as soon as they are ready.