

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

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

ORGANIZATION INFORMATION

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

JOB POSTING INFORMATION

Placement Term 2025 - Fall
** Job Title ** F25 Co-Op Student Data Analyst 170670B
Position Type Co-op Position
Job Location Mississauga, ON
Country Canada
Duration 4 months
Salary Currency CAD
Salary 1544.0 per week for 35 Major List

Job Description

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.

If you have any questions regarding the posting, please contact Laura Brannan at laura.brannan@electricalsafety.on.ca

Posting:

<https://www2.pcrecruiter.net/pcrbin/jobboard.aspx?JOBSHAREAJ735CMHWHYGYS6POIKV71KRXVPDB556UO7UMR5IP4PSFLWCRIRO3KUEXFV7RQAQJY6TLHENAIXE4EZ3FK7QMI57C2JZRXW55OFXOV4U3QBNHDGW5R2RSE4DIBD54GVL35E4DH2Q>

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.