



Sociology UNIVERSITY OF TORONTO

Position Title: Business Analyst

Reporting To: Manager, Department of Sociology

Rate: \$33/hour

Department / Unit Overview:

The Department of Sociology at the University of Toronto is consistently the top-ranked sociology department in Canada and one of the top in the world. We have internationally-renowned scholars with excellent track records for securing research funding, producing outstanding sociological research, and extensively mentoring our graduate students. Our collegial atmosphere encourages innovation and rigour in research and teaching.

Our community of scholars includes over 75 faculty members, outstanding postdoctoral scholars, and creative and engaged graduate students. We have about 110 graduate students including approximately 40 who are currently engaged in dissertation research.

Position Description:

- Analyze business processes and technical models to identify opportunities for improvement and areas for growth
- Collaborate with team members and clients to capture stakeholder needs and requirements, ensuring clear communication and integration into effective solutions
- Implement new business technologies and software tools—such as Microsoft SharePoint—to enhance digital content management and streamline business processes and procedures
- Facilitate meetings with solution architects, developers, and other stakeholders to review client requirements and ensure alignment with solution functionality
- Resolve conflicts related to business requirements, technical specifications, and solution design to maintain project coherence and quality
- Develop technical documentation for internal use, including user guides, reference materials, and software tool documentation
- Review and edit content created by team members to ensure clarity, accuracy, and alignment with established requirements
- Provide foundational communication, technical support, and administrative services that support the overall efficiency and effectiveness of the department

Qualifications:

- MS PowerBI (must have prior experience)
- MS PowerAutomate/Power Apps
- Python

Skills:

- Communication
- Leadership
- Teamwork

Accessibility Considerations:

- Spends the majority of the shift working at a computer
- Regularly transports small items between 2-15 lbs
- Occurs in a hybrid environment
- Occurs in an in-person environment
- Works with tight and/or frequent deadlines
- Has a significant amount of independent work with limited oversight and direction

To apply: Please send your CV to sociology.dept@utoronto.ca