

PART-TIME JOB OFFER – STATISTICS CANADA
STATISTICAL ASSISTANT
RESEARCH DATA CENTRES PROGRAM

The Research Data Centres (RDC) Program is part of an initiative from Statistics Canada, the Social Sciences and Humanities Research Council, the Canadian Institutes for Health Research and university consortia to help strengthen Canada's social research capacity and to support the policy research community.

Position: Statistical Assistant

Location: University of Lethbridge Branch Research Data Centre

Pay: \$45,189 per annum, prorated. (approximately \$23/hour)

Tenure: Part-time (5-11 hours per week) with the possibility of extra time as needed. The incumbent's schedule should be reasonably flexible.

Language requirement: English essential

- **Job description:** As a Statistical Assistant, you are the Statistics Canada employee on site at the University of Lethbridge Branch Research Data Centre (RDC) during your shift. Under the supervision of an RDC analyst located in Calgary, you are responsible for ensuring that all aspects of data access in your centre is in accordance with Statistics Canada policies and procedures for conducting research in an RDC. This includes, but is not limited to:
 - o Monitoring the effectiveness of and maintaining the integrity of the security systems in the RDC branch site at all times while on duty.
 - o Performing administrative duties such as contract preparation, logging researcher activities, corresponding with researchers, ordering supplies, upgrading software and renewing licenses, and other related duties under the supervision of an RDC analyst.
 - o Provide basic assistance to researchers on the use of the computer network, statistical software and Statistics Canada policies and procedures for conducting research in an RDC.
 - o Conduct other tasks as assigned.

Qualifications:

- Completed Bachelor's degree in sociology, economics, health sciences, demography, geography, statistics or a related field (a Master's degree is an asset).
- General knowledge of the Windows operating system.
- Experience in the processing and analysis of microdata from Statistics Canada social surveys (or equivalent).
- Ability to use at least one of the following statistical software packages: Stata, SAS, SPSS (familiarity with Stata is an asset).
- Previous administrative work experience
- Ability to work independently.
- Ability to communicate effectively orally and in writing.

Personal suitability: Effective interpersonal relationships,
Judgement,
Initiative,
Reliability

Security clearance: Enhanced Reliability

To apply:

Send your curriculum vitae and a cover letter by email to:
Charlie Victorino
rdc@ucalgary.ca

Preference will be given to Canadian Citizens and Permanent Residents.

**CVs and cover letters must be received at the above email address no later than:
Thursday, April 30th, 2015**