STATISTICS CANADA JOB OPPORTUNITY
Looking for one as-needed **Statistical Assistant** for the University of Windsor Research Data Centre

**CLASSIFICATION:** Statistics Canada CR-4

**SALARY:** $50,821, pro-rated based on hours worked (approximately $26/hour)

**HOURS:** The as-needed Statistical Assistant will operate the Research Data Centre when staff are away. A flexible schedule is required. The time commitment will vary depending on operational needs and can be up to 11.75 hours per week.

**LOCATION:** In-person at the University of Windsor’s Research Data Centre (in the Leddy Library)

**LANGUAGE REQUIREMENT:** English essential

**JOB DESCRIPTION**
As a Statistical Assistant, you are a Statistics Canada employee at the University of Windsor branch Research Data Centre (RDC). Under the supervision of an Analyst (who works at the Western University RDC), you are responsible for ensuring that all aspects of data access in the centre are in accordance with Statistics Canada’s policies and procedures for conducting research in an RDC. This includes, but is not limited to:

- Upholding the integrity and security of confidential data and Statistics Canada equipment
- Preparing and reviewing contracts for research projects accessing confidential data
- Maintaining security controls and permissions for researchers’ access to computer directories and data
- Assisting in deeming researchers as approved-personnel to access the RDC and Statistics Canada’s confidential data
- Professionally correspond with clients via email, phone and in-person
- Provide basic assistance on the use of the computer network and statistical software

**QUALIFICATIONS**
- Completed Bachelor’s degree in social sciences or sciences, such as business, economics, epidemiology, demography, geography, psychology, statistics, sociology or a related field (a Master’s degree is an asset)
- General knowledge of the Windows operating system
- Previous administrative work experience
- Knowledge of, or experience in, analyzing microdata from Statistics Canada’s social surveys and/or administrative-linked data (or equivalent)
- Experience using statistical software or spatial analysis software such as SPSS, SAS, STATA, ArcGIS or MATLAB
- Ability to work independently and with remote supervisors
- Ability to communicate effectively orally and in writing

PERSONAL SUITABILITY: Client Service Orientation, Initiative, Reliability, Attention to Detail, Judgement

SECURITY CLEARANCE: Personnel security status at the “Reliability Status” level is a condition for employment. Successful candidates will undergo a background/reliability check.

COVID-19 REQUIREMENTS: All employees of the core public administration are required to be fully vaccinated against COVID-19 and attest to their vaccination status unless accommodated based on a medical contraindication, religion, or another prohibited ground for discrimination as defined under the Canadian Human Rights Act. Additionally, UWindsor RDC staff must adhere to the COVID guidelines determined by both the Public Health Alliance of Canada and the University of Windsor.

Preference is given to Canadian Citizens and Permanent Residents of Canada. Please indicate your citizenship status (and the expected year of graduation, if applicable) on your cover letter and/or CV.

Please send a CV and cover letter to both Tina Luu Ly and Shane Goodwin (RDC Analysts) at tina.luuly@statcan.gc.ca and shane.goodwin@statcan.gc.ca by Monday February 21, 2022. Successful candidates will be contacted via email for a virtual interview.

Feel free to contact Tina if you have any questions.