

PART-TIME JOB OFFER – STATISTICS CANADA

Statistical Assistant (as needed)

University of Windsor Research Data Centre

CLASSIFICATION: Statistics Canada CR-4

SALARY: \$47,729, pro-rated based on hours worked (approximately \$20/hour)

HOURS: We are currently hiring an as needed Statistical Assistant to maintain the centre when regular staff are away. As such, a flexible schedule is required. The time commitment will vary depending on operational needs and can be up to 11.75 hours per week.

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, you are responsible for ensuring that all aspects of data access in your centre are in accordance with Statistics Canada's policies and procedures for conducting research in an RDC. This includes, but is not limited to:

- Maintaining the integrity of the security systems and confidential data
- Preparing and reviewing contracts and amendments
- Maintaining the administrative database including researchers' accounts and access to data
- Professionally correspond with users 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, demography, geography, psychology, sociology, statistics, epidemiology, biostatistics 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 the processing and analysis of microdata from Statistics Canada's social surveys and/or administrative 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 a team (in person and remotely)
- Ability to communicate effectively orally and in writing

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

SECURITY CLEARANCE: Enhanced reliability check is a condition for employment

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

Please send your CV and a cover letter to the RDC Analysts at rdc@uwo.ca by October 30, 2020.

Successful candidates will be contacted via email for an interview.

For any further questions, feel free to contact the RDC Analysts, Tina Luu Ly and Victoria Gaudin, at rdc@uwo.ca.