



JOB POSTING – STATISTICS CANADA

RESEARCH DATA CENTRES PROGRAM - QICSS

The Research Data Centres RDCs are part of an initiative by Statistics Canada, the Social Sciences and Humanities Research Council (SSHRC) and university consortia to help strengthen Canada's social research capacity and to support the policy research community.

The Quebec inter-University Centre for Social Statistics (QICSS) is a member of the RDC network. It offers access to detailed data from large-scale surveys carried out by Statistics Canada to academic, government and community researchers. It also provides the workspace, equipment and professional as well as technical resources needed to exploit these surveys.

Position:	Statistical Assistant (several posts opened)
Classification:	Statistics Canada term part-time CR-04
Location:	QICSS computer labs at Université de Montréal, McGill and UQAM
Work schedule:	Part-time (flexible schedule and on-call, can be between 3 and 10 hours a week) Contract duration: September 2016 to March 2017 Possibility of extension
Salary:	This is a part-time job with flexible schedule. For reference, salary is \$45,189 per annum. For this job, the salary is prorated based on number of hours worked for each two-week pay period.
Language requirement:	Bilingual (French and English)
Deadline:	September 9, 2016

Job description:

Under the responsibility of the designated supervisor, the employee will:

- Replace the analyst in RDCs located in Montréal (Université de Montréal, McGill and UQAM) by managing access to the labs and maintaining the integrity of the security systems.
- Provide basic assistance on the use of computer network and, if possible, on statistical software.
- Liaise with analysts (including transmission of encrypted research results and follow-up on project management tasks).
- If needed, accomplish administrative tasks, such as preparation of contracts, saving research activities and other assigned tasks.
- If needed, load verified data sets on the server.

Qualifications:

- Completed BA in sociology, economics, demography or a related field (a master's degree is an asset).
- General knowledge of the Windows operating system.
- Experience in customer service.

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Position: Statistical Assistant (several posts opened)

Other assets:

- High availability
- Experience in processing and analysis of microdata from Statistics Canada social surveys (or similar experience).
- Ability to use at least one of the following statistical software packages: SAS, SPSS, STATA.
- Research experience in one of Statistics Canada Research Data Centres.

Personal suitability: Autonomous, Responsible, Thorough.

Security clearance: Enhance Reliability Check

To apply

Send CV and a cover letter to Barbara Sérandour by email: barbara.serandour@canada.ca. Please indicate your citizen status (Canadian citizen, permanent status or work permit).

Deadline: September 9, 2016

For more information, please contact:

- At Université de Montréal: Franck Larouche: franck.larouche@ciqss.org or (514) 343-2090 extension 5398
- At McGill or Concordia: Danielle Forest: danielle.forest@ciqss.org ou (514) 398-2703.
- At UQAM or INRS: Frédéric Brousseau: (frederic.broussau@ciqss.org) or (514) 987-3000 extension 4969.