

NOTICE OF POSITION : TO FILL

Statistical Assistant Research Data Centres - QICSS (UdeM, UQAM-INRS, McGill-Concordia)

Research Data Centres (RDC) are secure informatics laboratories belonging to Statistics Canada situated on various Canadian university campuses. RDCs allow researchers with approved projects to access detailed, anonymous Statistics Canada microdata. In Montréal, statistical assistants work in any of the three laboratories.

Position: RDC Statistical Assistant, Statistics Canada

Classification: CR-04, part-time, term appointment at Statistics Canada

Salary: Roughly 24 \$ / hour

Schedule: Between 3 and 11.75 hours per week as needed, from Monday to Friday. During the summer (i.e. summer vacations and holidays), occasional full-time work weeks can be expected.

Language Requirements: Bilingual (French and English)

Job Description:

- Maintain the integrity of security systems
- Ensure the preparation and revision of contracts
- Update administrative data sets
- Carry out administrative tasks (preparation of reports, correspondence with RDC users, ordering supplies, etc.)
- Provide basic guidance on the use of the informatics network and statistical software
- Carry out other informatics and administrative duties
- Guide researchers in the use of Statistics Canada data
- Contribute to the laboratory's promotional activities and those of the research data centres

Essential Qualifications:

- Bachelor's degree (completed or in progress) in a relevant discipline (for example, economics, demography, geography, library sciences, psychology, sociology, statistics or other related fields)
- Practical experience with Microsoft Word and Excel
- Ability to communicate efficiently both orally and in writing

Qualifications Considered an Asset:

- Knowledge of social surveys or administrative data sets maintained by Statistics Canada, or other comparable surveys and administrative data sets
- Practical experience with statistical software (SAS, Stata, R, etc.)
- Masters or doctoral student
- Experience processing and analyzing Statistics Canada microdata
- Experience with Microsoft 10 operating system as well as MS Access

Personal Qualities:

Customer service-oriented, demonstrates initiative, reliability, rigour, good judgement, and attention to detail

Security Clearance: Obtaining reliability status is a condition of employment. This will be organized by the employer.

To Apply:

Please send a cover letter and a curriculum vitae by email to (yves-emmanuel.massefrancois@statcan.gc.ca)

Preference will be given to Canadian citizens. Please include in your application the reason permitting you to work in Canada: Canadian citizenship, permanent residency, or work visa.