JOB OPPORTUNITY

Statistical assistant
Research Data Centres - QICSS (U of M, UQAM-INRS, McGill-Concordia)

Research Data Centers (RDCs) are Statistics Canada's secure computer labs located on the campuses of several Canadian universities. CDRs allow researchers whose projects are approved to access anonymized detailed microdata from Statistics Canada. In Montreal, the assistants can be required to work in any of the three laboratories.

Position: Statistical Assistant at the RDC, Statistics Canada

Classification: Statistics Canada term part-time CR-04

Salary: Approximately $22/hour

Tenure: Between 3 and 11.75 hours/week as needed; Monday to Friday (there are more hours during summer)

Language requirement: Bilingual (French and English)

Job description:
-   Maintaining the integrity of the security systems
-   Preparation and review of contracts
-   Maintenance of administrative databases
-   Administrative duties (preparing reports, correspondence with users, ordering supplies, etc.)
-   Provide basic assistance on the use of the computer network and statistical software
-   Other computer and administrative tasks as assigned
-   Orient researchers in the use of Statistics Canada data
-   Contribute to the promotion activities of the laboratories and the Research Data Centres

Qualifications:
-   Bachelor's degree completed in a relevant discipline (such as business, economics, demography, geography, library sciences, psychology, sociology, statistics or a related field)
-   Experience using Word and Excel
-   Experience in the use of statistical software packages: SAS, SPSS, and STATA
-   Ability to communicate effectively orally and in writing
-   Knowledge of social surveys or administrative data sources maintained by Statistics Canada, or comparable surveys or administrative data.

Assets:
-   Masters or PhD
-   Experience in the processing and analysis of microdata from Statistics Canada social surveys
-   Experience with Windows 10 operating system, MS Access

Personal suitability:
Client Service Orientation, Initiative, Reliability, Thoroughness, Judgement, detail oriented

Security clearance: Reliability Status Security Clearance is a condition for employment

To apply:
Send cover letter and CV by email to Franck Larouche (franck.larouche@canada.ca)

Preference will be given to Canadian citizens. Please indicate in your application the reason for which you are entitled to work in Canada: Canadian citizenship, permanent resident status or work permit.

CVs and cover letters must be received by 11:59 pm local time, Sunday February 24th, 2019.