

# STATISTICS CANADA JOB OFFER

## Statistical Assistant Research Data Centre Branch, Institute of Circumpolar Health Research

*The Research Data Centre (RDC) Branch is a secure Statistics Canada computer lab at the Institute of Circumpolar Health Research. It is a branch of the Manitoba Research Data Centre located at the University of Manitoba. The Branch provides access for researchers, with approved projects, to detailed Statistics Canada microdata. For more information on the RDC Program see: <http://www.statcan.gc.ca/rdc-cdr/index-eng.htm>.*

**Position:** Statistical Assistant

**Classification:** Statistics Canada term part-time CR-04

**Salary:** \$ 42,897 per year\* (approximately \$20/hour)

\*Pro-rated based on hours/week

**Tenure:** Part-time (maximum 11.75 hours/week)

**Language requirement:** English essential

### Job description

- Monitor computer lab with strict adherence to Statistics Canada confidentiality requirements
- Maintain the security system
- Basic system administration (setting up user accounts, passwords, permissions, etc.)
- Administrative duties (preparing reports, correspondence with users, etc.)
- Provide basic assistance on the use of the computer network and statistical software
- Loading data sets on the server, other computer and administrative tasks as assigned
- Report to Manitoba RDC Analyst and Statistics Canada Regional Manager
- Maintain a liaison with the Statistics Canada employees working at the Manitoba RDC and elsewhere

### Qualifications

- Experience in, or knowledge of, the academic research environment. Administrative, supervisory or management experience in a university setting would be an asset.
- Completed post-secondary education in a relevant field. An undergraduate degree in the social sciences, mathematics or information technology preferred. Graduate degree in these disciplines would be an asset.
- General knowledge of the Windows operating system and the use of computer equipment and peripherals
- Familiarity with at least one of the following statistical software packages: SAS, SPSS, STATA
- Familiarity with Statistics Canada social survey data or other social survey data would be an asset

**Personal suitability:** Flexible, Responsible, Thorough, Able to Enforce Confidentiality Regulations, Motivated and Effective Interpersonal Skills.

**Citizenship:** Preference given to Canadian Citizens (please indicate if you are a Canadian Citizen)

**Security clearance:** Enhanced Reliability Check is a condition for employment

**To apply:** Send CV and cover letter by e-mail to Ian Clara ([rdc@cc.umanitoba.ca](mailto:rdc@cc.umanitoba.ca)). Must be received by Friday, December 2, 2011 at 5 pm.

### For more information, please contact:

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