



TORONTO RDC

POSITION AVAILABLE

POSITION: IT Professional (part-time)
DEPARTMENT: Toronto RDC, University of Toronto, 130 St. George St., Room 7032
DATE REQUIRED: As soon as possible

The Toronto Region – Statistics Canada Research Data Centre (Toronto RDC) is a secure research facility located in Robarts Library at the University of Toronto.

Since 2001, the Toronto RDC has provided social science researchers in the Toronto area access to confidential Statistics Canada surveys for the purposes of academic research. RDC researchers across the country have produced over 3,050 journal articles, book chapters and research papers that have contributed greatly to social science research in Canada.

RESPONSIBILITIES: The Toronto RDC is looking for a part-time IT support person to help with the technical needs of staff and researchers. Working closely with the Toronto RDC's Research and Computing Consultant and reporting to the Academic Director, this support person will help maintain the Toronto RDC's servers and workstations, troubleshoot software and hardware issues as they arise, add and/or update software and apply Windows updates to workstations, manage existing Windows Server 2008 R2 and Windows 7 Professional installations, manage printers, provide advice on new technology purchases and current best IT practices, and archive old projects and accounts, compile documentation, among other related duties as required.

The chosen support person will adhere to all Statistics Canada security and other guidelines mandated for the Canadian Research Data Centres.

This position will involve working up to 12 hours a week starting as soon as possible.

QUALIFICATIONS: Applicants must have an IT-related degree with 2 years of related experience with knowledge of Active Directory administration and implementation, DNS, DHCP, in both Windows 7 Professional and Windows Server 2008 R2. Some work with computer hardware may be required. Experience with social science data and statistics programs such as SAS, SPSS and/or Stata is an asset. Experience with VMWare is also an asset. As the Toronto RDC is a secure research facility that operates under the Federal Statistics Act, all applicants must be willing to undergo a background check.

MINIMUM SALARY: A minimum hourly rate of \$25.62/hr, depending on experience, will be offered to the chosen candidate.

If you are interested, please send your resume and cover letter, along with the names and contact information of three references, to Susan Murphy at susan.murphy@utoronto.ca. Review of applicants will begin immediately until the position is filled.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The Toronto RDC thanks all applicants for their interest, however only those applicants selected for an interview will be contacted.