

PART-TIME JOB OFFER – STATISTICS CANADA

Statistical Assistant

University of Calgary Research Data Centre (Satellite)

CLASSIFICATION: Statistics Canada CR-4

SALARY: \$50,821 per annum, pro-rated based on hours worked

HOURS: We are currently hiring a part-time Statistical Assistant to operate the data centre. The time commitment will vary depending on operational needs and can be up to 15 hours per week.

TENURE: 6 months with the possibility of extension

LANGUAGE REQUIREMENT: English essential

JOB DESCRIPTION

As a Statistical Assistant, you are a Statistics Canada employee at the University of Calgary Satellite Research Data Centre (RDC). This is an on-site position. Under the supervision of an analyst, you are responsible for ensuring that all aspects of data access in your centre are in accordance with Statistics Canada's policies and procedures for conducting research in an RDC. This includes, but is not limited to:

- Maintaining the integrity of the security systems and confidential data
- Preparing and reviewing contracts and amendments
- Maintaining the administrative database including researchers' accounts and access to data
- Professionally correspond with users via email, phone and in-person
- Provide basic assistance on the use of the computer network and statistical software

QUALIFICATIONS

- Completed Bachelor's degree in social sciences or sciences, such as business, economics, demography, geography, psychology, sociology, statistics, epidemiology, biostatistics or a related field (a Master's degree is an asset)
- General knowledge of the Windows operating system
- Previous administrative work experience
- Knowledge of **or** experience in the processing and analysis of microdata from Statistics Canada's social surveys and/or administrative data (or equivalent)
- Experience using statistical software such as SAS, SPSS, R, or STATA
- Ability to work independently and with a team (in person and remotely)
- Ability to communicate effectively orally and in writing
- Willing to provide coverage on short-notice

PERSONAL SUITABILITY: Client Service Orientation, Initiative, Reliability, Attention to Detail, Judgement

CONDITIONS OF EMPLOYMENT:

- Enhanced reliability check

Preference is given to Canadian Citizens and Permanent Residents of Canada. Please indicate your citizenship/residency status on your cover letter and/or CV.

**Please send your CV and a cover letter to rdc@ucalgary.ca by
March 1, 2023.**

Successful candidates will be contacted via email for an interview.