

RDC Statistical Assistant

Classification: Statistics Canada part-time worker CR-04

Salary: approximately \$20/hour; fixed schedule 9 hours per week and variable schedule as needed

Language requirement: English essential

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

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)
- Experience using Word and Excel
- Experience in the use of statistical software packages: SAS, SPSS, and STATA
- Ability to be detail-oriented
- Ability to communicate effectively orally and in writing

Assets

- Masters or PhD
- Experience in the processing and analysis of microdata from Statistics Canada social surveys
- Experience with Windows operating system (Windows 7 or newer), MS Access
- Knowledge of the major social surveys or administrative data sources maintained by Statistics Canada, or comparable surveys or administrative data.

Personal suitability:

Client Service Orientation, Initiative, Reliability, Thoroughness, Judgement

Security clearance: Enhanced Reliability Check is a condition for employment

Preference given to Canadian citizens and Permanent residents of Canada.* ***Please indicate your citizenship status on your cover letter and/or resume.***

Please submit your resume and a cover letter outlining how your education and experience relate to the position to rdc@uwo.ca by December 15, 2017. Successful candidates will be contacted for an interview.

For any further questions contact Nathalie Goodwin at nathalie.goodwin@uwo.ca or Glenda Babe at gbabe@uwo.ca.