The Research Data Centre (RDC) Program is part of an initiative from Statistics Canada, the Social Sciences and Humanities Research Council, the Canadian Institutes for Health Research and university consortia to help strengthen Canada’s social research capacity and to support the policy research community.

**Position:** Statistical Administrative Assistant

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

**Location:** Research Data Centre branch site, University of Victoria

**Salary:** $40101 per annum*

*Prorated based on number of hours per week.

**Hourly rate:** approximately $20

**Tenure:** Part-time (6 hours per week)

**Language requirement:** English essential

**Job description**
- Maintain the integrity of the security systems in the Research Data Centre (RDC) branch site.
- Administration of user accounts and data management on the server.
- Conduct administrative duties such as preparing documents, usage reports, correspondence with users, supplies ordering and other related duties.
- Coordinate and prepare confidential material for transfer to other RDCs.
- Provide basic assistance to researchers on the use of the computer network, statistical software and Statistics Canada microdata and documentation.
- Reports to a Statistics Canada analyst working in the BC Inter-university Research Data Centre at the University of British Columbia.
- Conduct other tasks as may be assigned.

**Qualifications**
- Completed Bachelor’s degree in sociology, economics, demography, geography, statistics or a related field (a graduate degree is an asset).
- General knowledge of the Windows operating system in a network environment.
- Experience in the processing and analysis of microdata from Statistics Canada social surveys (or equivalent).
- Ability to use at least one of the following statistical software packages: SAS, SPSS, STATA

**Personal suitability:** responsible, thorough, motivated.

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

**To apply:**
Send your curriculum vitae and a cover letter by email to:
Lee Grenon
Statistics Canada
Research Data Centres Program
Email: bcirdc@interchange.ubc.ca

Please indicate if you are a Canadian Citizen and if you have a Social Insurance Number.

**CVs and cover letters must be received at the above email address no later than:**
Sunday, April 26, 2009.

For more information, please contact:
Douglas Baer, Academic Director, University of Victoria: 250-721-7581 or
Lee Grenon, RDC Analyst, Statistics Canada: 604-822-0263