

Service Canada: Canada Summer Jobs
Job Description: Data Administrator

I. Overview of Position

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| 1. Summary | The Data Administrator (“DA”) works under the supervision of the Administrative Services Coordinator in the ongoing data operations at the Thomas More Institute (TMI). |
| 2. Reporting structure | The Data Administrator reports directly to the Administrative Services Coordinator. |
| 3. Tenure | This is an eight-week contract, which may not be renewed. |
| 4. Presence | Full time: 35 hours per week. |
| 5. Compensation | \$17/hour. |
| 6. Stating Date | 16th of May 2022 |
| 7. Requirement | Applicants must be 30 years or under. |

II. Responsibilities

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| 8. Maintain key documents | The DA will be responsible for some of TMI’s most important documents and information. <ul style="list-style-type: none">- Assisting in the drafting of reports, documents, and information.- Supporting the collection and analysis of feedback. |
| 9. Support key committees | The DA will directly support TMI’s committees. <ul style="list-style-type: none">- Keeping up accurate master lists of academic volunteers- Creating and delivering management and analytics reports. |
| 10. Assist in office data management and organization | The DA will, as required, assist TMI’s file management, streamlining information and key documents and upgrading TMI's documents. <ul style="list-style-type: none">- Filing, digitizing, and filling key documents. |
| 11. Member of TMI’s office team | The DA will be a full member of TMI’s administrative staff and will be expected to participate and contribute accordingly. <ul style="list-style-type: none">- Attend TMI staff meetings, etc. |
| 12. Other projects and tasks | Other related projects and tasks as directed. |

III. Qualifications

13. Core qualifications
- a. *Degree*. D.E.C. preferred; advanced degrees appreciated.
 - b. *IT*. Superior fluency with basic computing concepts and standard office software required (e.g., email, document management, calendaring, word processing, spreadsheets, etc.).
 - c. *Bilingual*. Professional proficiency in both English and French required.
 - d. *Administrative experience*. All administrative experience will be valued.

IV. Working at TMI

14. Institutional values
- Understanding of and commitment to the following values are essential.
- a. *Curiosity*. At TMI, this is more important academically than factual correctness or argumentative rigor. We value correctness and rigor very highly; we just value curiosity more.
 - b. *Community*. We are a democratic community of adult learners, and we make our courses available to any and all who wish to participate.
 - c. *Openness*. We strive toward intellectual openness to all people, ideas, and positions, especially those with which we disagree.
 - d. *Lifelong learning*. We are always integrating new ideas, learning new skills, and building new relationships.
 - e. *Liberal arts*. We are committed to the liberal arts and its complex tradition.
 - f. *Academic freedom*. We uphold everyone's right to free and open inquiry.
 - g. *Questioning*. We strive continually to improve the questions that instigate and shape our current perspective.
 - h. *Handling feedback*. Our commitments to critical thinking and collaboration require us to give and receive feedback graciously and constructively. We practice consensus without conformity.

All applicants should forward their CV and cover letter to:

info@thomasmore.qc.ca