

**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"><li>- Assisting in the drafting of reports, documents, and information.</li><li>- Supporting the collection and analysis of feedback.</li></ul> |
| 9. Support key committees                             | The DA will directly support TMI’s committees. <ul style="list-style-type: none"><li>- Keeping up accurate master lists of academic volunteers</li><li>- Creating and delivering management and analytics reports.</li></ul>   |
| 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"><li>- Filing, digitizing, and filling key documents.</li></ul>                                       |
| 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"><li>- Attend TMI staff meetings, etc.</li></ul>   |
| 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](mailto:info@thomasmore.qc.ca)**