



## RECORDS MANAGEMENT SUMMER STUDENT

### NATURE AND SCOPE OF WORK

Under the supervision of the Corporate Officer, the position is responsible for managing active and inactive paper and electronic documents that are of important municipal significance. The student will work closely with the Corporate Officer and other stakeholders to complete the necessary digitization and storage required.

### PRIMARY RESPONSIBILITIES

- Store documents in accordance with the Town of Oliver Records Retention Schedule
- Classify and maintain existing and new documents according to the Town's Records Management Program (Laserfiche)
- Digitize and index electronic documents from paper documents
- Receive, track and prepare records for eventual destruction
- Perform additional duties as required by the Corporate Officer

### EDUCATION AND EXPERIENCE

- Working towards obtaining a diploma/degree in Records and Information Management, or Library and Information Studies degree is preferred, however, Public/Business Administration may be considered with relevant experience.

### KNOWLEDGE, SKILLS AND ABILITIES

- Excellent organizational skills
- Detail-oriented with an ability to function and process information with high levels of accuracy
- Ability to work in a manner that is compliant with confidentiality requirements.
- Ability to analyze and combine sizeable amounts of detailed data
- Proficiency with a variety of office equipment
- Demonstrated proficiency with Microsoft Office for Windows word processing, spreadsheets, databases and e-mail applications
- Ability to establish and maintain effective and positive working relationships
- Ability to prioritize work load.

**Hours: 35 hours/week**

**Pay Rate: \$14.45 per hour**

**Position open to students who are returning to post-secondary education**

Qualified individuals are invited to submit a resume by **Friday, April 21, 2017** to:

Diane Vaykovich, Corporate Officer  
6150 Main Street, PO Box 638  
Oliver, BC V0H 1T0  
Email: [dvaykovich@oliver.ca](mailto:dvaykovich@oliver.ca)

*We thank all applicants for their interest, however, only those candidates selected for further consideration will be contacted.*