



Records Management Student (Auxiliary)

This position is dependent on receiving funding through the **Canada Summer Jobs program** and therefore applicants must meet the following requirements, should the application be approved:

- Be between 15 and 30 years of age at the start of employment
- Be a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of employment
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations
- International applicants are not eligible participants

A small town with a big heart – filled with smiling faces.

Sooke embraces our natural assets including local parks, trails, waterways and oceanfronts; we honour the history of the lands of the T'Sou-ke and Sc'ianew (Cheanuh) First Nations within the Coast Salish Territory.

"Where the rainforest meets the sea." Characterized by warm, dry summers and mild winters, Sooke's pleasant climate is a year-round paradise for those who enjoy outdoor activities, such as hiking, biking, kayaking, or sailing.

Our team welcomes those who share our values of accountability, compassion, leading by example, respect, and service excellence to apply for this exciting opportunity.

The District of Sooke has an auxiliary employment opportunity for a Records Management Student in the Corporate Services department. **The anticipated work term is from May 9 up to September 2, 2022, subject to change.**

Reporting to the Deputy Corporate Officer, the Records Management Student supports the corporate records program by assisting with the maintenance, safekeeping, and lifecycle management of official records for the District of Sooke, ensuring corporate records are retained and disposed of in accordance with all applicable bylaws and regulatory requirements. The Records Management Student assists with administering, coordinating, implementing, and maintaining the records management system for paper and electronic records.

Anticipated tasks for this project are as follows:

- Coordinates ongoing maintenance and clean-up of existing paper and electronic files and records, in accordance with the District's RM practices and records retention codes.
- Performs comprehensive departmental records management projects while ensuring compliance with the accepted District documents and records management practices and the District of Sooke's Records Management Bylaw.
- Assists with coordinating and supporting groups on migrating records across electronic systems, and ensures proper document and record naming conventions, retention codes and off-site retention process and destruction processes are followed.
- Assists with preparing project plans, including statistical and status reports, on the progress of departmental and organizational project initiatives.

- Provides general office clerical support as directed, including but not limited to photocopying, scanning, emailing, and filing.
- Conducts ongoing reviews and audits of the District's records management application and other repositories for compliance with program policies and procedures.
- Performs occasional lifting and moving files and boxes.
- Provides information and assistance to employees, officials, and general public.
- Provides support for other departments for day-to-day business process needs.
- Performs other related duties as required.

To be considered for this project, **applicants must meet the Canada Summer Jobs grant requirements** and should have the following qualifications:

- Post-Secondary courses in Records and Information Management ("RIM"), or Library studies, or equivalent, or a combination of experience and education.
- Direct experience working in the Records Management field with demonstrated knowledge of electronic records and information management process.
- Training and/or experience in office productivity software, such as email, word processing, spreadsheets, and databases.
- A satisfactory Criminal Record Check.

Additional consideration may be given to applicants with the following qualifications:

- Experience with Microsoft Office Online, SharePoint Online, CollabSpace, and Adobe Pro.
- Related experience in local government.

The District of Sooke is an equal opportunity employer and welcome applications from diverse groups.

This is a CUPE Local 374 position. The 2022 rate for the Records Management Student is \$24.63/hour, plus 15% in lieu of benefits.

To submit the Online Application form, please visit our website at <https://sooke.ca/municipal-hall/employment/>.

Closing date for receipt of applications is 9:00 p.m. on Sunday, February 6, 2022.

The District of Sooke thanks all applicants for their interest and advises that only those to be interviewed will be contacted.