



Human Resources Records Student (Auxiliary)

This auxiliary student opportunity 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 legislation and regulations
- Be able to complete the Employee Declaration form within the first week of employment

** 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 Human Resources (HR) Records Student in the Human Resources department. The work hours are 35 hours per week. **The anticipated work term is from May 1, 2023, up to September 1, 2023, subject to change. Interviews are scheduled during the week of February 22, 2023.**

Reporting to the Head of Human Resources, the Human Resources (HR) Records Student supports the corporate records program by assisting with the maintenance, safekeeping, and lifecycle management of official records for the Human Resources department, ensuring human resources records are retained and disposed of in accordance with all applicable bylaws and regulatory requirements. The HR Records Student assists with maintaining the Human Resources department's paper and electronic records.

Anticipated tasks for this project are as follows:

- Coordinates ongoing HR department file maintenance and clean-up of existing paper and electronic files and records, in accordance with the District's records management practices and records retention codes
- Maintains a central storage facility for semi-active HR records
- Scans physical records, renames electronic records, and files records both electronically and physically in accordance with the District's records management practices and records retention codes

- Works with the Records Management department in the off-siting and destruction process of HR records within the records retention schedule, as per the records management policy
- Conducts ongoing reviews and audits of HR records for consistency
- Performs occasional lifting and moving of files and boxes
- Provides general office clerical support as directed, including but not limited to photocopying, scanning, emailing, and filing
- Performs other related duties as required

As time permits, the successful candidate may support the department in other HR areas based on HR academic, experience, and interest.

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 Human Resources, Records and Information Management ("RIM"), Library studies, or equivalent, or a combination of experience and education
- Direct experience working in a confidential environment in the Human Resources or Records Management field with demonstrated knowledge of electronic records and information management processes
- Training and/or experience in office productivity software, such as email, word processing, spreadsheeting, and databases
- A satisfactory Police Information Check

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

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

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

This position is removed from the bargaining unit. The 2023 rate for the HR Records Student is \$25.12/hour.

Please submit your cover letter and resume to hr-jobs@sooke.ca, quoting **HR Records Student 2023-003** in the email subject line.

Closing date for receipt of applications is 9:00 p.m. on Thursday, February 9, 2023.

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