



**COWICHAN VALLEY
REGIONAL DISTRICT**

EMPLOYMENT OPPORTUNITY

Position: Records Management Assistant

Division: Legislative Services

Type: Temporary Summer Position

Application Deadline: March 14, 2023

How to Apply: Qualified applicants are invited to apply online at careers-cvrd.icims.com/jobs.

Competition Number: 23011-E

The Cowichan Valley Regional District is now accepting applications from prospective candidates to work as a Records Management Assistant with the Legislative Services division for summer 2023.

General Information

Reporting to the Corporate Records Coordinator, this position assists with: data entry, creating files, filing, and, scanning documents; classifying files and records in accordance with the CVRD Classification and Retention Manual; culling files for retention application; and developing educational materials on records management topics for presentation to CVRD staff.

Qualifications

- Preferred candidates will be enrolled in a post-secondary program in records management, library science, information studies, or a related field.
- Experience performing research, writing reports, and preparing presentations is required.
- Successful candidates possess a sound working knowledge of classification and retention practices, and metadata capture/cataloguing.
- The successful candidate will also possess:
 - The ability to accomplish tasks accurately and completely with great attention to detail.
 - The ability to multi-task and work independently with minimal supervision.
 - Proficiency with Microsoft Office and databases.
 - Effective verbal and written communication skills.
 - Effective interpersonal skills.
- Preference will be given to candidates aged 15-30 years as per the Canada Summer Jobs Program through Service Canada, however candidates outside of this age range will be considered.

Hours of Work

This position is available for a period of 16 weeks commencing May 1, 2023 and continuing until August 25, 2023, subject to funding. Hours of work are 35 hours per week, Monday to Friday.

Salary

This temporary position is unionized (CUPE Local 358), and is compensated at \$23.75 per hour (2023 rate). Additionally, this position will receive 14.5% in lieu of benefits, statutory holidays and vacation, bringing the compensation to \$27.19 per hour.

Date posted: February 14, 2023