

Internal/ External Job Posting
Archivist Assistant
(Temporary Student position)

Description: The Archivist Assistant will be responsible for providing archival and administrative support to the SFSS Board of Directors' office.

The Simon Fraser Student Society is an equal opportunity employer.

This is a part time project worker position scheduled up to 15 hours per week. This is a unionized position with membership in the Canadian Union of Public Employees (CUPE) Local 3338-5 at a wage rate of \$15.17 per hour with additional benefits as defined in the Collective Agreement.

Goal: To develop and maintain an archive of Board records.

Working Relationship(s)/Role in Organizational Structure: The Archivist Assistant will work under the supervision of the Administrative Supervisor.

Duties and Responsibilities:

- Create and maintain an archive of Board records
- Ensure adherence to all relevant Society policies and legislation, such as the *SFSS Records Retention Policy* and the *Personal Information and Protection Act*
- Provide assistance and recommendations to the Administrative Supervisor in maintaining and developing processes
- Prioritize day-to-day tasks
- Prepare progress status reports
- Respond to information requests in a timely manner
- Other tasks as assigned

Required Skills and Experience:

- Strong familiarity with document preservation and archival standards
- General computer literacy and strong familiarity with Microsoft and Google suites
- Sound analytical and problem-solving skills
- Effective interpersonal, oral communication, writing, and team skills
- Strong organizational and time management skills
- Ability to work autonomously
- Ability to maintain files and records
- Ability to follow oral and written instructions

Assets:

- Completed or pursuing a degree in archival or library studies, or relevant experience

To apply, email your cover letter, resume, and availability to jobs@sfss.ca citing that you are applying for the **Archivist Assistant** position in the subject line. Acceptable file formats include MS Word documents or PDF files. Unreadable files will be ignored. Applications must be received no later than **9:00 AM (PST) May 11, 2018**. Desirable start date: as soon as possible. Applicants must be available to work Monday to Friday during regular office hours. Only applicants who are selected for interviews will be contacted. This is a 6-month contract.