

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](mailto: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.