



Summer Student Records & Information Management Clerk Administration

If you are a highly energetic, motivated and detail oriented post-secondary student and are looking for a summer job, look no further! The ideal candidate will thrive being a part of a small team in an office environment and be able to work independently to complete assigned tasks.

Responsibilities may include:

- Compilation and organization of information in compliance with Municipal Records Authority Record Management Guidelines
- Creation of PDF files from paper records into an electronic document records management system
- Preparation for purging of documents as per the Municipal Records Authority
- Provide research assistance
- Maintain confidential records and files
- Identification of vital records that exist in hardcopy and converting to a digital format; including digitizing text, photographs, maps, microfilm; converting analogue voice recordings to digital media
- Data entry and work within our data management software systems
- Other duties as assigned

To qualify, you must:

- Currently be a post-secondary student and be enrolled in a post-secondary program for fall 2023
- Must have excellent multi-tasking, organizational and problem-solving skills
- Ability to work well with all levels of the organization
- Proficiency in Microsoft Office Suite software, internet and e-mail
- Must be self-motivated, able to take initiative, and work under minimal supervision
- Previous office experience is an asset
- Demonstrated teamwork abilities

This position is scheduled to begin in early May and continue through until the end of August.

To ensure that we have all our summer student recruitment completed before the fast-approaching summer, the deadline for applications is **February 15th, 2023**.

[Click here](#) to apply

The Town of Quispamsis reserves the right to require criminal record checks upon hiring