



Summer Student Records & Information Management Clerk Administration

If you are a highly energetic motivated post-secondary student that enjoys being part of a team and are looking for a summer job, this could be your opportunity!

Responsibilities may include:

- Oversee the migration of records to records management systems in use by the Town in accordance with Town policies, procedures, and industry best practices.
- Organize, scan, index, classify, purge and store active and inactive paper and electronic records in records management systems.
- Research and distribute files, documents, and records to Town staff, consultants, and external users on request.
- Prepares metrics for measuring the success of the RIM projects.
- Participates in the RIM Committee – attends meetings, provides input and makes recommendations.
- Administration-related duties as required.
- Performs related work as required.

To qualify, you must:

- Currently be a post-secondary student enrolled in a post-secondary program for fall 2022.
- Must have excellent organizational, analytical, and problem-solving skills.
- Ability to work well with all levels of the organization.
- Proficiency in Microsoft Office Suite software, internet and e-mail. Experience using Visio an asset.
- Must be self-motivated and work under minimal supervision.
- Demonstrated teamwork abilities with an aptitude for facilitation and consultation.
- Strong oral and written communication skills.
- Previous office experience is an asset.

Applications

This position will begin as soon as possible and continue through until the end of August. Applications will only be accepted through our online application system and posting will remain open until filled.

[Click here to apply online.](#)

Please upload your cover letter and resume as one document

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