



HR Manager
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Tillsonburg, Ontario N4G 5A7
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CORPORATION OF THE TOWN OF TILLSONBURG

SUMMER STUDENT JOB POSTING

POSITION: Records Management Assistant

DEPARTMENT: Clerk's

LOCATION: 200 Broadway

POSTING #: HR 66.18

STATUS: Student (up to 40 hours/ week)
(April 29, 2019 until approximately August 31, 2019)

RATE: \$14.00/hour

REPORTS TO: Clerk

POSTING PERIOD: December 5, 2018 to January 9, 2019

NOTE: Interested applicants are invited to submit their resumes in confidence to the HR Manager by 4:30pm on the last day of the posting. All applications must include the posting number.

We thank all applicants for their interest in this position, however, only those to be interviewed will be contacted.

The Town of Tillsonburg is an equal opportunity employer and all information collected will be used in accordance with the Municipal Freedom of Information and Protection of Privacy Act for the purpose of job selection.

The Town of Tillsonburg will attempt to provide reasonable accommodation for a known disability for an applicant or employee if requested.

GENERAL STATEMENT OF DUTIES:

Responsible for records management support and supporting administrative functions.

EDUCATION/QUALIFICATIONS:

- University/College student in Public Administration, Business, Information Technology, etc.
- Excellent oral and written communication skills.
- Excellent research skills and familiarity with research methods and sourcing.
- Proven ability to work independently and solve problems creatively.
- Strong organizational skills and ability to work on multiple projects.
- Excellent editing skills.
- Familiarity with Microsoft office products, etc).
- Experience with corporate office environments.

POSITION RESPONSIBILITIES

- Ensures that all Council and Clerks related records, and all corporate agreements, are properly stored into Records Management Software and that paper copies are stored as required.
- Manages folder structure and security settings of Records Management Software, and makes changes on a request basis.
- Maintains up to date knowledge of government legislation as it relates to the Corporation's policies and procedures and bylaws such as records retention, MFIPPA, etc.
- Support for Records Management Software training and assistance in the design of reference materials for training purposes.
- Provide support for end users of Records Management Software upon request.
- Assist with reorganization of current physical records storage.
- Complete all other duties as assigned
- Must be returning to school in the Fall.

***Successful applicant will be required to attend orientation on Monday, April 29, 2019.**