



Records and Information Management Summer Student (May-August)

The Corporate Services Department is seeking an enthusiastic and energetic individual to be involved in the Town's corporate records and information systems.

Reporting to the Manager of Information Technology, the Records and Information Management Summer Student will provide support to the records and information technology program areas; assist in inputting and uploading data into an electronic document records management system (EDRMS), ArcGIS and other systems, assist with the development of processes to manage and maintain the Town's electronic records; apply naming conventions, records classification codes and other metadata; scanning and transfer of documents; digital data capture and manipulation; create custom maps and data requests, create files and provide administrative support to the daily activities and projects of the department as assigned. The ideal candidate will be familiar with database, records management and GIS systems, be well organized, detail oriented and have excellent written and verbal communication skills.

In order to be eligible for this summer employment opportunity with the Town:

- preference will be given to candidates enrolled in a records or information management, library science or technology program;
- previous office experience will be considered an asset;
- must be legally entitled to work in Canada;
- must complete a Criminal Record Check as a pre-condition of employment.

The hourly rate for this position is \$18.00.

We invite interested applicants to forward your resume in confidence, quoting file number **2018-RM03** by **March 20th, 2019** to:

Town of Bradford West Gwillimbury, Human Resources Department,
125 Simcoe Road, PO Box 100, Bradford, Ontario L3Z 2A8
Fax: 905 775-8633 or email hr@townofbwg.com
www.townofbwg.com

We thank all applicants for their interest, however, only those being considered for an interview will be contacted. In accordance with the Municipal Freedom of Information and Protection of Privacy Act, personal information is collected under the authority of the Municipal Act, and will only be used for candidate selection.

The Town of Bradford West Gwillimbury is an equal opportunity employer. Accommodation will be provided in accordance with the Ontario Human Rights Code.