



*The King's University offers an exceptional liberal arts education from a Christian perspective. Located in Edmonton, Alberta, King's serves students from across Canada and around the world. Join a dedicated team who have a desire and common mission to see students grow in a dynamic and nurturing Christian environment. People who love working and succeed at King's serve God gladly, work collaboratively, think creatively, and embrace diversity.*

## **Summer Student - Records Management**

Full-time, 8-week summer position

### **POSITION SUMMARY**

- Reporting to the Executive Assistant, the duties of this position will be to review and make appropriate decisions for all historical paper files and other related materials along with reviewing electronic files of The King's University.
- Tasks will include appropriate destruction of files, purging files, re-boxing files, scanning, naming and saving PDFs of files, organizing files on SharePoint and preparing master lists of files and records, etc.
- Providing reception coverage in the Office of President as required.
- Other administrative office tasks as required.
- Majority of this work will be done while working alone in the Gerry Segger Archive Centre located off the library on campus.
- Need to be able to lift, move and sort boxes of files.

### **QUALIFICATIONS**

- Strong administrative skills and the ability to follow the Records Classification and Retention Schedule Policy.
- Requires strong attention to detail and ability to work independently to make decisions in following the Policy.
- Self motivated with critical thinking and problem-solving skills.
- Previous office work experience desirable.

This position is funded through Canada Summers Jobs. All applicants must be between the ages of 15 – 30, and be legally entitled to work in Canada

Rate: \$17/hour for 35-hour week with flexible work schedule.

Term: Flexible for any eight (8) week period between June & August.

**Apply by submitting a resume and cover letter through our online portal at [kingsu.ca/about-us/careers](https://kingsu.ca/about-us/careers).**

We appreciate all applicants for considering The King's University as a potential employer, however, only those considered for an interview will be contacted.

*The King's University respects, appreciates and encourages diversity. We welcome applications from all qualified individuals including members of visible minorities, Indigenous, First Nations, Metis, and Inuit peoples and persons with disabilities. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority.*