

CO-OP STUDENT PLACEMENT OPPORTUNITY

POSITION TITLE:	Archives Assistant – Records Management & Archives (Relates to Careers in Research, Historian, Archivist, Museum Curator and Records Manager)
DEPARTMENT/DIVISION:	City Manager's Office/Office of the City Clerk
SUPERVISOR:	Christina Wakefield
LOCATION:	Harry Kirk Archives & Records Centre (235 Vickers Street N.)
NUMBER OF POSITIONS AVAILABLE:	1
PREFERRED TIME OF DAY:	Morning or afternoon

GENERAL DUTIES:

- Assist with digitizing archival documents
- Assist with indexing of archiving documents
- Research Thunder Bay history
- Assist Archives staff with archives operations

POSITION QUALIFICATIONS:

- Must be highly motivated, work well in a team environment
- Must be able to work with minimal supervision
- Must be proficient in the use of computers and current related software (scanning technology and database applications)
- Must be able to deal with the public in a courteous and tactful manner
- Must be physically fit and may have to occasionally lift boxes weighing 25-40 pounds

Specific work attire required is business casual