

## CO-OP STUDENT PLACEMENT OPPORTUNITY

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

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### 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