



# **JOB POSTING #51-10CCS ELGIN COUNTY ARCHIVES ARCHIVIST ASSISTANT SUMMER STUDENT**

**Posting Date:** May 7, 2010

The Elgin County Archives, a department of the County of Elgin, has a contract position available for an Archivist Assistant, Summer Student. The program, made possible by financial assistance from the Government of Canada through Canada Summer Jobs, as well as the County of Elgin, entails the following:

- ◆ Scanning and digitization assistance;
- ◆ Assisting patrons with reference room inquiries;
- ◆ Preservation activities.

**Hours:** 8:30 a.m. - 4:30 p.m.

**Salary:** \$10.50 per hour

**Effective:** 53 days to be worked between May 31, 2010 – September 3, 2010

**Qualifications:** The successful candidate will be enrolled in post-secondary education in archival studies, information studies, Canadian history or related discipline and be 30 years of age or younger. Excellent customer service and communication skills are essential. Familiarity with database management systems and scanning and previous experience in an archival setting are definite assets.

**Application Deadline:** **8:00 a.m., Monday, May 17, 2010** to the:  
Human Resources Co-ordinator  
450 Sunset Drive  
St. Thomas, ON N5R 5V1  
Fax: 519-633-785  
Email: [jobs@elgin-county.on.ca](mailto:jobs@elgin-county.on.ca)  
[www.elgin-county.on.ca](http://www.elgin-county.on.ca)