



JOB POSTING #29-19CCS ELGIN COUNTY ARCHIVES ARCHIVIST ASSISTANT, SUMMER STUDENTS

Posting Date: February 1, 2019

The Elgin County Archives, a department of the County of Elgin, has two (2) contract positions available for Archivist Assistant, Summer Students. The positions, made possible by financial assistance from the Government of Canada through both the Young Canada Works in Heritage Institutions Program (YCW) and the Canada Summer Jobs Program (CSJ) respectively, as well as the County of Elgin, entails the following:

- Responsibilities:** Scanning and digitization assistance
Assisting patrons with reference room inquiries
Preservation activities
- Qualifications:** The successful candidate will be enrolled in post-secondary education in archival studies, information studies, Canadian history, or related discipline.
Excellent customer service and communication skills are essential.
Familiarity with database management systems, scanning and previous experience in an archival setting are definite assets.
Must be between 15-30 years of age and returning to school in Fall 2019 to meet funding approval.
- Hours:** 8:30am – 4:30pm (Monday to Friday)
- Salary:** \$15.00 per hour (CSJ-funded position)
\$16.00 per hour (YCW-funded position)
- Effective:** May 6, 2019 to August 30, 2019 (approximate – CSJ*)
May 6, 2019 to August 30, 2019 (approximate – YCW*)
*subject to funding approval
- Location:** County Administration Building - 450 Sunset Drive, St. Thomas, ON
- Application Deadline:** **Friday, February 22, 2019 4:30pm**

To be considered, please send your resume including cover letter (in **one** PDF or Word document) to: jobs@elgin.ca. Job posting # must be indicated in the subject line. Incorrect information may result in withdrawal of your application. Confirmation will be sent upon receipt of your email application.

Personal information for this position is collected under the authority of the Municipal Act, S.O. 2001, as amended. Only those applicants selected for an interview will be contacted. The County of Elgin is an equal opportunity employer. Accommodations are available for all parts of the recruitment process. Applicants need to make their needs known in advance.