

Located an hour east of Toronto, the thriving Southeastern Ontario community of Northumberland County has a rich history of agricultural production, world-class manufacturing, and economic viability. As the upper tier of municipal government, we weave together seven diverse yet complementary municipalities.

Currently, we are looking to fill the following summer student vacancy:

Student Assistant, Northumberland County Archives and Museum

Temporary, full-time

May 10, 2021 to August 27, 2021

35 hours per week

Reporting to the Archivist, you will utilize your strong attention to detail, organizational, research and analytical skills to assist with collections descriptions, data standardization, collections inventorying, and digitization and re-housing projects. Specific duties include:

- Consolidating legacy metadata from various analogue and spreadsheet formats;
- entering data into NCAM's collections management database;
- reviewing data to identify inaccuracies, inconsistencies, and/or duplication;
- arranging and describing archival materials according to archival standards;
- basic re-housing of holdings;
- digitizing collections materials; and
- completing other duties as required.

You must be proficient in Microsoft Office, able to work independently, lift 30-40 lbs. containers, and have knowledge of archival and records management principles and practices, specifically RAD, TOMRMS and safe collections handling. Previous archival, museum, records management, or library experience, including use of industry-specific collections software, are considered an asset. Post-secondary education in an information science or museum related program is preferred. First Aid/CPR training is considered an asset.

The successful candidate will be required to submit a satisfactory Criminal Reference Check prior to the commencement of employment. They may also be required to work remotely a minimum of two days per week.

A student is defined as a person between the ages of 15-30 at the start of the employment; registered as a full-time student in the previous academic year (2020/2021) and intends to return to school on a full-time basis in the next academic year (2021/2022). As a Canadian citizen, permanent resident, or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act for the duration of the employment, you are legally entitled to work in Canada. You must be available to work from May 10 to August 27.

We thank all applicants for their interest, however, only those selected for an interview will be notified.

If you wish to apply for more than one job, please apply to each position individually. When emailing your application, please ensure your cover letter, résumé, and any other supporting documents are submitted in one file (preferably MS Word (.doc or .docx) or Adobe (.pdf)). Please also indicate in your cover letter your preferred method of contact: text, email, or phone call.

We invite you to submit your application **by 4:30pm on Friday, January 15, 2021** to:

Human Resources

County of Northumberland

555 Courthouse Road

Cobourg, ON K9A 5J6

Email: hr@northumberlandcounty.ca

Subject line: Student Assistant, NCAM

Please note that accommodations are available, upon request, to support applicants with disabilities throughout the recruitment process. Please e-mail your request to accessibility@northumberlandcounty.ca or call 905-372-3329 ext. 2327. Alternative formats of this job posting are available upon request.

Personal information collected through the recruitment process will be used solely for the purpose of candidate selection, in accordance with the Municipal Freedom of Information and Protection of Privacy Act.