

Records Assistant

Position Details

Position Information

Position Title	Records Assistant
Posting Type	Temporary
End Date (if applicable)	08/30/2024
Classification Title	App G Student
Pay Band	1
Min Salary	\$16.55
Max Salary	\$16.55

Position Summary

The Records Assistant will work directly with staff to assist with our records imaging and storage project. Much of the time would be spent on the computer working within our system to digitize our current record keeping practice/processes.

Duties and responsibilities will include:

- Scanning documents
- Indexing electronic documents
- Archiving documents
- Maintaining records
- Data entry into Banner
- Filing documents
- Managing incoming mail

Location/Campus Thunder Bay Campus

Education

Minimum level of formal education required for the position Partial Secondary School Completion

Specific course(s), certification, qualification, formal training or accreditation required for the position

Additional Requirements

Field(s) of Study

- Must be a full-time post-secondary student at Confederation College in the 2023-24 academic year (minimum – attending entire winter 2024 semester). *Full-time is defined as having a minimum 60% course load, or 40% if you have a permanent disability;
- Must be returning to Confederation College as a full-time post-secondary student in September 2024 and have submitted a confirmation of enrolment form to the Financial Aid department;
- Must demonstrate financial need which is determined by submitting a financial needs form to the Financial Aid department;

- Must be a Canadian citizen, permanent resident, protected person or an International Student of Confederation College who is legally eligible to work in Canada;
- Must be a student in a Business program in the 2023-24 academic year

Experience

Typical number of years of experience, in addition to the necessary education level, required to perform the responsibilities of the position Less than one (1) year

Type of Experience

Posting Detail Information

Posting Number SU-P-24-85P

Close Date 03/10/2024

Reference Collection Settings

Reference Collection Settings

Minimum Requests 0

Maximum Requests

Reference Related Instructions

Supplemental Questions

Required fields are indicated with an asterisk (*).

1. Please indicate if you are enrolled as an international or domestic student.
 - o international student
 - o domestic student
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Documents Needed to Apply

Required Documents

1. Resume
2. Cover Letter (Address to Human Resources)

Optional Documents

None