

Records Intern – Registrar’s Office

Full-time Term – 13 Weeks

Competition# 73-18/19

Salary: \$15.00 per hour

THIS COMPETITION IS OPEN TO ACC STUDENTS ONLY

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement.

Be Passionate.

If you are a keen office administration or business administration student looking to gain experience in a post-secondary environment, we would like to hear from you. You will help us with various projects throughout the summer. These include transitioning older paper records to electronic records, which will include data entry, scanning, weeding and filing; conducting research on other post-secondary websites as well as developing web content; and aiding with graduation and student orientation. You will also help us review student communications from a current student perspective.

Take Initiative.

This is a great opportunity to gain experience to go with your education. We are looking for a student who takes initiative and can see what needs to be done. You will be detail-oriented and able to run with projects, with some guidance.

Deliver Results.

If you’re a returning student who is looking for a challenging summer job that will advance your experience, then we want to hear from you. You will have strong computer skills, be detail-oriented, have excellent oral and interpersonal communications skills, be flexible, organized and ready to work as part of our team.

This position is funded through the Canada Summer Jobs grant, which requires candidates to be:

- between the ages of 15-30 years of age (at the start of employment),
- be a Canadian citizen, permanent resident or person whom refugee protection as been conferred under the *Immigration and Refugee Protection Act* for the duration of employment; and,
- have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.

This competition will remain open until filled.

Assiniboine Community College campuses are located on traditional territories of Treaty No.1 and Treaty No.2, the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Métis Nation.

If you are interested in this career opportunity, please forward your resume and cover letter to:

Assiniboine Community College

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email humanresources@assiniboine.net

We thank you for your interest. Those selected for further consideration will be contacted.

