CAMPUS EMPLOYMENT
JOB POSTING

SUCCI

FOR MORE INFORMATION CONTACT
ADMINISTRATOR CAMPUS EMPLOYMENT
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JOB TITLE	**RECORDS ASSISTANT**
DEPARTMENT	**Registrar's Office**
PROGRAM RELATED	**N/A**

QUALIFICATIONS

- Students from any discipline would be appropriate.
- Good computer skills are essential.
- Previous office environment experience would be helpful (but not necessary).
- Organization and customer service skills/experience an asset.

DUTIES

- The Records Assistant will be located within the Registrar's Office and will work directly with staff to assist with our records imaging and storage project over the coming year.
- Much of the time would be spent on the computer working within our system to digitize our current record keeping practice/processes.
- This student may have opportunity for other projects within the office during their employment.
- Work in compliance with the Occupational Health & Safety.

VACANCIES	1	JOB START DATE	January 2025
PAY RATE	$17.20/hr	JOB END DATE	April 2025
DEADLINE TO APPLY	Open until filled		
HOURS	As scheduled to a max of 120hrs per eligible semester		

HOW TO APPLY:

Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT succi.com/student-jobs