



**Syndicat des étudiant.e.s employé.e.s de l'Université d'Ottawa
Union of Student Workers at the University of Ottawa**

UCU 303, 85 Université / University Private, Ottawa, ON, K1N 6N5
613.562.5345 • info@2626.ca • 2626.ca

Job Offer

Archival and Administrative Agent ***Temporary contract (for a student)***

The Canadian Union of Public Employees (CUPE) 2626 represents the Teaching and Research Assistants, Markers, Tutors, Lab Monitors, Demonstrators, Proctors and Lifeguards at the University of Ottawa. Its 4,000 members support the education and research missions of the uOttawa community, and are the cornerstone of the quality of the experience for more than 40,000 students.

CUPE 2626 is seeking a bilingual Archival and Administrative Agent for a part-time (30 hours per week) temporary contract (9 weeks). **N.B. this contract is subject to the conditions of the Canada Summer Jobs program (see below).**

Responsibilities

- Assess the extent of the Local's archives
- Build a records retention schedule, based on relevant standards
- Perform archival work: collecting, sorting, digitalizing, filing, etc.
- Help to create and put in place a digital records system for the Local
- Provide training on archives management to the Local's employees and elected officers
- Undertake administrative tasks, such as suggesting the purchase of materials related to creating and maintaining the Local's archives, welcoming members in person or on the telephone, and providing administrative support to the Local's employees and elected officers
- Perform any other related tasks

Main qualifications

Academic and technical skills

- Postsecondary studies in one of the following fields: archival science, library science, information science, library and information technology, applied museum studies, or equivalent
- Relevant work experience in a similar position (an asset)
- Written and oral communication skills in both English and French are essential

Personal and Social Skills

- Strong skills in the areas of communication, organisation and leadership (ex.: team management/work)
- Strong desire to help: willingness to listen and be empathic towards the needs of others
- Reliability in discretion in handling confidential information



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- Ability to work independently and cooperatively within a team environment
- Demonstrate attention to detail
- Knowledge of the role, objectives and activities of trade unions, as well as an understanding of and commitment to union principles
- Knowledge of issues related to the workers at the University of Ottawa
- Knowledge of the campus of the University of Ottawa and its various groups

Additional Conditions: Canada Summer Jobs Program

This position is partly subsidized by the Canada Summer Jobs program. To be eligible, candidates must fulfill all of the following criteria:

- Being between 15 and 30 years of age (inclusive) at the start of employment
- Having been registered as a full-time student during the preceding academic year
- Intending to return to school on a full-time basis during the next academic year
- Being a Canadian Citizen, permanent resident, or refugee

Work conditions

- Unionized position, part-time (30 hours per week) temporary contract (9 weeks)
- Hourly wage: \$20/h
- Other work conditions as per the Collective Agreement
- Anticipated start date: June 26, 2017

Application procedure

We ask applicants to send us **in electronic format**, the following documents:

1. Their *Curriculum Vitae* (maximum 2 pages)
2. A cover letter in which they describe how their experiences can contribute to an academic labour union (maximum 1 pages).

Applicants must submit their application **no later than June 11, 2017 at 11:59 p.m.**, to the following email address: info@2626.ca.

Please indicate in the subject line the following: **JOB-ARCHIVAL AND ADMINISTRATIVE AGENT**

You must be **eligible to work in Canada**.

Preference will be given to members and former members of CUPE 2626.

Thank you for your interest in CUPE 2626. We will only contact the candidates selected for an interview, which will take place on **June 15, 16 or 19**.



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For more information about the union, please go to the link: 2626.ca

Employment Equity Statement

CUPE 2626 is committed to equity in its policies, practices, and programs, supports diversity in its work environments, and ensures that applications from members of underrepresented groups (ex.: gender, sexual orientation, religion, physical ability, culture, minority, etc.) are seriously considered.

All qualified individuals who would like to contribute to the further diversification of our Union community are encouraged to apply. Applicants are encouraged to self-identify as a member of these groups.