



**Nova Scotia
Agricultural
College**

NSAC. Embrace Your World.

**Records Management
Student Assistants
Three (3) Positions
Summer 2010
Truro-Bible Hill, NS**

Nova Scotia Agricultural College (NSAC; <http://nsac.ca>) is a small research-intensive university located in the centre of beautiful Nova Scotia at Truro-Bible Hill. Offering technical, undergraduate and graduate programs in agriculture and its related life and social science disciplines, NSAC educates future leaders and generates knowledge and solutions for healthy, sustainable societies. NSAC seeks candidates to fill the following position.

Employer **NSAC Governance Transition Project**

Duties: Working on site at NSAC under the direction of the University Librarian, the successful candidates will work as a team to create an inventory of the documents created by NSAC. The team will work with each department on campus to locate, identify and document the files of the departments.

Qualifications: Must be enrolled as a student for 2010-2011. Must have completed one year of a post secondary diploma or degree program, including successful completion of a course in Records Management; experience using Microsoft Excel; effective communication skills, both written and oral; a demonstrated ability to work both independently and as part of a team. Previous records management experience in either a university or government setting would be an asset.

Hours: Monday - Friday, 8:30 am - 4:30 pm
35 hours per week

Duration: July 5 - August 27, 2010

Wage: \$9.20 - \$12.35 per hour as per the NSAC Summer Student Pay Scale

**Application
Deadline:** June 24, 2010

Contact: Elaine MacInnis, University Librarian
Ph: (902) 893-6670; email: emacinnis@nsac.ca

To apply: Submit resume (including 3 references) and cover letter to:

Career Services Office
Nova Scotia Agricultural College
11 River Rd PO Box 550
Truro, Nova Scotia B2N 5E3
Fax: (902) 895-4547 E-mail: csso@nsac.ca

Submissions must be received by mail or delivery by 4:30 P.M. or by fax or e-mail by midnight on the closing date.

We thank all applicants for their interest, however, only those selected for an interview will be contacted. All applicants, however, may check on the status of their application anytime at the Career Services Office or by phone at (902) 893-7895.
