

STUDENT SUMMER JOB OPPORTUNITY



Student Summer Job: Archivist*

Employer: The Ukrainian Women's Association of Canada (UWAC)

Location: UWAC National Office, 10611-110 Ave. NW, Edmonton, AB T5H 1H7

Tasks & Responsibilities

- identify and interpret historic records from three levels of the organization: local branches, provincial and national executives
- sort and categorize historic records including events, photographs, meeting minutes, correspondence and financial records
- label, organize and file records into appropriate archival containers
- duplicate, photocopy and photograph damaged archival records
- assemble archives in relation to celebration of the 90th anniversary of the Ukrainian Women's Association of Canada and the 125th anniversary of Ukrainian immigration to Canada
- document and prepare progress reports
- work independently following an outline of tasks to be completed
- meet regularly with supervisor and mentors
- perform other related tasks as archival work progresses

Job Skills

- proficiency in reading/understanding Ukrainian cursive and print script
- critical thinking and problem solving
- systematic and well-organized
- attention to detail
- ability to follow directions
- self-motivation
- interest in history
- experience with archives or similar documents, an asset

Job Criteria

- current full-time student returning to class in fall of 2016; age 15-30, Canadian citizen
- preferred post-secondary student of Library and Information Studies
- other post-secondary student, or strong secondary student
- 14-week position, 37.5 hrs./week, beginning May 16, 2016
- \$16 per hour
- position is subject to UWAC receiving a *Canada Summer Jobs* grant*

Submit cover letter and resume to: above address or info@uwac-national.ca

Deadline for job application: April 30, 2016