



**The County of Prince Edward Public Library & Archives
Student Job Opportunity
Archives - Digitization Assistant**

The County of Prince Edward Public Library and Archives is currently accepting applications for **Archives - Digitization Assistant** funded by the Ministry of Tourism, Culture and Sport, Summer Experience Program. To be considered for the position, you must be between the ages of 16 and 25, currently enrolled in a secondary, or post-secondary institution or within six months of graduation and possess an interest in the area specific to the job description.

This position will include scanning (while maintaining archival standards of practice as well as care of collection procedures), data entry and file management, working alongside information professionals in a supportive work environment.

Remuneration: \$14 per hour plus 4% vacation

Duration: June 2019 to August 2019
To a total of 246.50 hours

Work Environment: Availability for work weekdays, weekends & evenings

General Qualifications:

- Safety conscious
- Customer service focused
- Familiarity with basic computer hardware & software applications
- Able to work as part of a team or independently

If you are interested in the above opportunity, please forward your resume, indicating the position you are applying for by **6 pm on June 14, 2019**, to krichardson@peclibrary.org or delivered in person to 28 East Street, Wellington, Ontario.

We thank all candidates for their interest, however, only those selected for an interview will be contacted. We are an equal opportunity employer and support applicants with disabilities. Accommodations are available upon request throughout the recruitment process. Please email your request or call (613) 399-2023.

The personal information being collected will be used in accordance with The Municipal Act and The Municipal Freedom of Information and Protection of Privacy Act and shall only be used in the selection of a suitable candidate.