



A. Information:

Position Title:	Assistant, Records Management
Position #:	LSER99
Category:	
Instruction/Support Area:	Records Management
Division/Department:	Vice-President, Administration and Finance
Reports to:	Records Manager
Positions Supervised:	None. May show others how to perform tasks.
Affiliation:	CUPE, Local 15 - VMECW
Pay Grade:	Under review
Date Prepared:	February 26, 2010

B. Position Summary:

This position provides administrative support to the Records Manager in support of records and information management operations. Position provides support fulfilling access to information requests under the British Columbia Freedom of Information and Protection of Privacy Act (FOIPOP).

C. Duties & Responsibilities

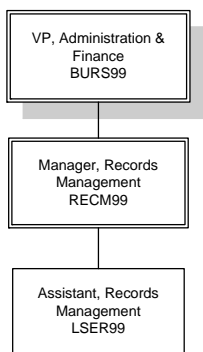
1. Provides administrative support, often of a sensitive nature, to the Records Management area. (100%)

- Word processes and distributes routine correspondence such as access to information letters, forms and memoranda.
- Maintains confidential access to information and department files; revising, updating, and organizing related hard and soft copies of department records.
- Under the direction of the Manager, processes access to information requests by collecting requests from departments and by preparing and mailing out letters along with requested items.
- Provides document imaging services to College departments by scanning and indexing records, often of a sensitive or confidential nature, into a document management system such as Banner Xtender.
- Organizes and files scanned records to support department reference use and transfers records to on-site records storage when in-office reference is no longer needed.
- Provides operational support to the Manager in maintaining on-site records storage facilities by coordinating the transfer, retrieval and destruction of records according to departmental guidelines. Specific tasks include but are not limited to:
 - Completes transfer forms, provides box numbers, labels box contents and works with staff to move/shelve boxes;
 - Receives and processes departmental requests for the retrieval and use of records from storage rooms. Documents requested items and follows up with departments if files or boxes have not been returned in a timely manner.
 - Identifies all boxes in storage due for destruction each month, generates box destruction authorization memos, and arranges with staff for box removal by contracted destruction service provider.
- Organizes meetings and transcribes and distributes meeting minutes.
- Fields telephone calls and responds to inquiries by email or in-person.
- Maintains and collects department data or figures for internal reporting.
- Maintains currency of information in the College Records Directory and Inventory of Records Storage Room spreadsheets.

- Provides training to new users of the document management system. Provides first-stage non-technical help and support. Directs technical requests to IETS and directs second-stage non-technical requests to the Manager.
- Prepares archival records box content lists.
- Maintains current knowledge in information management systems such as Banner Xtender.
- Assists in the preparation of information, procedures and training materials related to access to information and protection of privacy.

2. Performs other related duties and/or projects as assigned.

D. Organization Chart



E. Qualifications Required

Education & Experience

- Completion of Grade 12 supplemented with a certificate in office administration. Completion of a certificate in office administration with records management specialization an asset.
- Two (2) years of office experience in a similar environment. Preference may be given to candidates with records management experience.
- An equivalent combination of education and experience may be considered.
- Intermediate proficiency in the use of business applications such as word processing (e.g. MS Word), spreadsheets (e.g. MS Excel), database management (e.g. MS Access), email and internet.
- Knowledge of records management issues, access to information and privacy issues in an academic environment an asset.

Skills & Abilities

- Demonstrated ability to work both independently and as a member of a team or project.
- Excellent verbal and written communication skills.
- Proven ability to deal with sensitive issues and establish and maintain effective relationships with internal contacts.
- Excellent organizational and time management skills.
- Ability to meet deadlines while working with frequent interruptions.
- Ability to maintain confidentiality when handling records that contain personal information.
- Ability to maintain sustained attention to details and to maintain accuracy in data entry.
- Ability to operate various related equipment such as filing systems, personal computers, printers, scanners, photocopiers, and fax machines.
- Ability to apply standard organizational and departmental policies, regulations and procedures.
- Ability to perform assignments with minimal supervision, prioritize work and exercise initiative.

Working Conditions:

- Physical ability to perform the duties of the position such as lift and shelve boxes and files and deliver materials.

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F. Supervisor's Review:

I agree that the above accurately describes the duties and responsibilities of this position.

Signature: _____ Date: _____
Joanne Rajotte, Records Manager

G. Incumbent Signature:

By signing below, I am acknowledging that I have read and understood the duties and responsibilities of this position.

Signature: _____ Date: _____
(Incumbent)

H. Human Resources Approval:

Signature: _____ Date: _____
(Human Resources Consultant)

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