



Provincial Citizenship Registry

209-2121 Airport Drive
Saskatoon, SK S7L6W5

Archival Clerk

Metis Nation – Saskatchewan is seeking a strong team player committed to quality service to carry out objectives of the Registry and to provide a range of service as the **Archival Clerk**. This is a **20 week term** position is based at the Metis Nation – Saskatchewan Registry office in Saskatoon, SK. The position will work 36 hours a week from July to December 2019 under the supervision of Registrar. The successful applicant will play an essential role in the development of an archival collection for the Metis Nation - Saskatchewan.

Please submit resume, references and cover letter to info@mnsregistry.ca by June 30, 2019. 5pm

Requirements

- Candidates must be a Canadian citizen
- Under the age of 30 years old,
- Recently completed their post-secondary education in History, Indigenous Studies, Archaeology, Anthropology or related field.
- Additional education obtained from courses in, archival or library technician course work, and/or secretarial/administrative services training is an asset.
- Experience working in an office, archives, or library environment is an asset.
- Candidates must have a valid driver's license.
- Ability to lift and carry, on a regular basis, boxes weighing up to 10 kgs, and, on a less frequent basis, boxes weighing up to 30 kgs.
- Must have knowledge of common office and/or administrative procedures and protocols.
- Be familiar with the function of common office equipment and Microsoft Office Suite.
- Have knowledge of basic archival conservation procedures.
- Be willing and able to work in an environment where there may be exposure to dust, moulds, mildew.
- Physically lift, move and/or transport heavy boxes of materials weighing up to approximately 15kg onto shelves and/or between worksites.
- Candidates must provide a clean criminal record check with vulnerable sector search.

Responsibilities:

- Assist in the preparation, planning, and other duties associated with developing an archival structure.
- Oversee archival policy review and implementation.
- Provide basic conservation work for archival records.

- Work with the Registrar to determine the significance of the records.
- Develop labeling system, box list, and inventory database of the collection.
- Write subject descriptions.
- Provide regular reports on progress.
- Work as part of a team and independently.
- Transport boxes from storage.
- Additional duties as assigned by the Registrar.