

## STUDENT SUMMER JOB OPPORTUNITY

### Student Summer Job: Heritage Preservation Clerk



**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
- create lists of the contents of boxed archives
- duplicate, photocopy and photograph damaged archival records
- 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
- create lists of archival books

#### 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
- 8-week position, 37.5 hrs./week, beginning July 4; ending August 25, 2017
- \$14 per hour

**Submit cover letter and resume to:** above address or [info@uwac-national.ca](mailto:info@uwac-national.ca)

**Deadline for job application:** Monday, June 5, 2017