



WORK INTEGRATED LEARNING

Records Officer| Paid Cadetship| Local government

Are you a Corporate Information Management or Records and Archives student completing your final year of study in 2014? Do you have a strong desire to work in the records and archives sector upon graduation?

This exciting opportunity to gain practical experience within the records and archives management environment is the perfect way to enhance your employability as you near graduation!

This local government organisation is about to offer its 3rd intake for an exciting and highly sort after Cadetship to one lucky student.

This position offers the practical work experience often sought to transition smoothly into professional employment in records and archives management.

As the Records Officer Cadet you will be responsible for the day-to-day records management duties within the Records Service team. You will be required to work with and support staff across all levels and departments.

You will gain exposure to:

- Mail management
- Digitisation (to standard for disposal of source records)
- Quality control processes (digitisation and registration)
- Local government record keeping training program
- Inactive and archival management of records
- Use of local government electronic document and records management system
- Various projects that include but are not limited to automated capture, review of RKP, record keeping capabilities of various corporate systems and information management strategy
- Understanding of the function of local government

Expected to commence on 7th July 2014 the Cadetship will run for a maximum period of 6 months. This is paid part-time position and exact hours of work are able to be negotiated around the successful applicant's study timetable. There will also be potential opportunity for full time hours during semester holidays.

This cadetship aims to enhance the employability of students wishing to pursue a career in the field of records and archives. To apply you must:

-Be a current part-time or full-time Librarianship and Corporate Information Management undergraduate student who will be completing your final year of study in 2014

OR

-Be a part-time or full-time postgraduate student due to complete your Graduate Certificate/Diploma or Masters in Information Management in records and archives management in 2014

AND demonstrate:

- A genuine interest and dedication to working in the records and/or archives sector
- An existing theoretical knowledge of records management
- A passion for good record keeping practices
- Strong attention to detail
- The ability to confidently operate Microsoft Office programmes

To apply:

Please send your resume and cover letter to Lorraine.cooper@curtin.edu.au subject "Records Officer Cadetship" before 30th June 2014.