



Records Officer Cadetship - Local Government Opportunity

Are you a Corporate Information Management or Records and Archives completing your final year of study in 2015?

The City of Perth is currently offering an exciting and highly sought after Cadetship to one lucky student. The position offers 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 section at the City of Perth. You will be required to work with and support staff across all levels and units.

You will gain exposure to:

- Mail management
- Digitisation (to standard for disposal of source records)
- Quality control processes (digitisation and registration)
- The City of Perth's record keeping training program
- Inactive and archival management of records
- Use of the City of Perth's 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

Commencing in February the Cadetship will run for a maximum period of 6 months with the days and hours of work falling between 7am to 5pm Monday to Friday. Exact hours of work will be negotiated with the successful applicant. There will also be potential opportunity for full time hours during semester holidays.

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 2015

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 2015

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

Please email your resume to joshua.soh@curtin.edu.au. Applications close **12pm, 22nd January 2015**.