



## PAID Local Government Opportunity

### Records Officer Cadetship

We are looking for you if you are a student in your final semester of study in these courses: Graduate Diploma in Records Management and Archives; Masters in Records Management and Archives stream or Corporate Information Management or Librarianship.

The City of Perth is currently offering an exciting and highly sought after Cadetship to one lucky student. The position offers paid 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 September 2015, the Cadetship will run for a maximum period of 6 months for a maximum of 20 hours/week, with the days and hours of work falling between 7 am to 5 pm 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 2<sup>nd</sup> or 3<sup>rd</sup> year of study in 2016.**

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 2016.**

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 [denise.dacruz@curtin.edu.au](mailto:denise.dacruz@curtin.edu.au). Applications close at 4 pm, September 4, 2015.**