



Waterloo Region  
District School Board

Posting # 19.027  
May 15, 2019

**RECORDS ASSISTANT – SUMMER POSITION  
PRIVACY/RECORDS OFFICE  
CORPORATE SERVICES**

The Waterloo Region District School Board (WRDSB) Privacy and Records Office of the Corporate Services Department has been funded for one (1) 2019 Summer Experience Program (SEP) by the Ministry of Government Services' Youth and New Professionals Secretariat to support youth work opportunities in school boards. Administration and funding of this program is provided by Employment Programs and Services, Ontario Shared Services. SEP continues to be a project-based initiative that employs youth aged 15 to 24 years, or up to 29 years of age for persons with disabilities.

This position will report to the Freedom of Information, Privacy and Records Information Management Officer. The incumbent will be part of a team supporting the Records Information Management team with a variety of tasks related to student records. The position requires a high degree of attention and accuracy to ensure proper handling of sensitive records and related data entry. As a result, the successful candidate will be required to sign a confidentiality agreement.

The successful candidate will work 7 hours per day within the hours of 9:00 a.m. to 4:30 p.m., for \$14.00 per hour starting Tuesday, July 2. The Education Centre is closed on Fridays from Tuesday, July 2 to Friday, August 23.

This position will work Mondays to Thursdays from July 2 to August 22, then work Monday to Friday the last week of August (Monday, August 26 to Friday, August 30).

**Responsibilities:**

Assisting Records Information Management Assistant with:

- scanning hard copy records into digital format
- processing student record requests
- organizing and completing an inventory of the record storage room
- completing work assignments in a timely and efficient manner
- performing other duties as assigned within the Privacy/Records Office

**Qualifications and Training required:**

- experience using Microsoft Office (Excel, Word) would be an asset
- ability to lift boxes of records up to 7 kg (15 pounds)

**Key Skills to be developed:**

- use of electronic document management software
- data entry/quality assurance; attention to detail is a must
- highly organized with the ability to multi-task
- excellent communication skills, both verbal and written

Candidates are asked to submit two (2) copies of a covering letter and resume, quoting posting #19.027, not later than **3:30 p.m., on Tuesday, June 4<sup>th</sup>** using the following method:

In Person or By Mail or Courier to: Waterloo Region District School Board Human  
Resource Services Department Education Centre,  
(Mail Box D)  
51 Ardelt Avenue, Kitchener, ON N2C 2R5

*Applicants are thanked in advance for their interest in the position. Only those applicants selected for an interview will be contacted. No phone calls please. The successful candidate will be required to provide a satisfactory Criminal Records Check as a condition of employment.*

*The WRDSB is committed to equity for all students and staff, and to delivering the highest quality education through a qualified workforce that reflects the diversity of the communities we serve. Upon request, we will provide reasonable accommodations in the hiring process to support applicants with disabilities.*