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Employment Opportunity: Lesser Slave Lake Indian Regional Council (LSLIRC) Treaty and Aboriginal Rights Research Program (TARR)

Position: Student Archivist – Summer Student Position

Summary:

The TARR program of LSLIRC is seeking an individual to fill the position of Student Archivist for a project related to the LSLIRC-TARR Archives. This project takes place in Calgary, Alberta.

The Student Archivist will be executing a 9-week project to assess, weed, scan and develop a Rules of Archival Description-compliant (RAD) finding aid for historical records and research files related to the development of Specific Claims on behalf of the TARR member Nations. This project is supported by the Canada Summer Jobs grant provided by Service Canada. These records have been identified as having historical, genealogical, cultural, and legal significance to the members of the LSLIRC community.

Applicants must be able to start no later than June 27, 2016, with a project completion of August 27, 2016.

Requirements:

- Currently pursuing a Masters Degree in Archival Studies, or in Library and Information Sciences with an archival focus from an ALA-accredited institution.
- Must be returning to classes in September 2016.
- Working knowledge of the RAD.
- Familiarity with Microsoft Office, Adobe Acrobat Professional and Wordpress.
- Previous education in First Nation studies or experience with the First Nation Specific Claims process is not necessary, but will be an asset.
- Reside in the vicinity of Calgary, Alberta, or be willing to relocate.
- Valid full driver's license.
- First Nations students are strongly encouraged to apply.

Project Scope:

- Evaluation and assessment of most records stored in Calgary to determine those relevant to the project.

- Development of a Series List for the sorting and digitizing of the core records.
- Offsite disaster recovery backup of archival materials.
- Preparing and packaging records for shipping to Slave Lake, AB.
- Coordinate pickup/delivery of records.

Preferred Skills/Aptitude of Applicants:

- Possess excellent written communication skills.
- Have strong attention to detail.
- Be thorough and patient.
- Be independent and well-organized.
- Have good time-management skills.
- Be able to complete tasks with minimal supervision.
- Have an excellent understanding of, and recognize the importance for, accurate referencing.
- Have the willingness and ability to take the initiative to accomplish the necessary tasks to ensure projects are completed to the highest standard, within deadlines, and to the best of your ability.

The hourly rate of pay for this project is \$20.00 an hour, for a 37.5-hour work week.

Please submit a cover letter, résumé, three references and two writing samples of your choice (including one sample Finding Aid if possible) electronically to: Morgan Chapman at m.chapman@lslirctarr.ca.

Please address the cover letter to:

Peter Havlik
Director, LSLIRC-TARR Program
806 Caribou Trail,
Slave Lake, AB
T0G 2A0

Application Deadline is: midnight June 15, 2016 MST

Please send your application via e-mail and ensure all files are submitted in PDF format.

We thank all who apply, however, only short-listed candidates will be contacted.