



### **Summer Student Archives Assistant**

This summer position with the City of Cambridge Archives, involves entering data related to collections into the Archives database, assisting in the description of new archival acquisitions and packing and shelving archival records.

The successful candidate will be a full time student attending or about to enter university preferably with a background in history and historical research. Some knowledge of databases is highly preferred but not essential. The candidate must have good keyboard skills and be able to work with limited supervision after receiving instructions. The candidate must be able to lift boxes and work from a ladder and must be able to interact positively with staff and the public. Position is available from May to early September.

Only those selected for an interview will be contacted.

Please complete an Archive Assistant application, and submit along with a cover letter and resume by 4:30 p.m., Friday, February 19, 2010 to:

The Corporation of the City of Cambridge  
Human Resources Services Division, 4<sup>th</sup> Floor  
50 Dickson Street, Cambridge, Ontario N1R 5W8  
Fax: 519.740.7051 E-mail: [hrrservices@cambridge.ca](mailto:hrrservices@cambridge.ca)

Personal information in relation to the recruitment and hiring process is collected under the authority outlined in the Municipal Freedom of Information and Protection of Privacy Act (28-2). This information will be used to determine eligibility for employment with the City of Cambridge. If you have any questions about this collection of personal information, you can contact the Freedom of Information and Privacy Co-ordinator, who can be reached through the Clerk's Division of the Corporate Services Department at 519.740.4680, ext. 4079.

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