



## Summary

Program Stream: Master of Archival Studies (preferred) and/or Master of Library of Information Studies

Position title: UBCO Academic Operations & Services: Student Digital Records Manager

Organization Name: University of British Columbia: Records Management Office (Vancouver) and Okanagan Campus Library in partnership with the UBCO Office of the Provost: Academic Operations and Services Portfolio

Job Location: UBC Records Management Office (Vancouver) with work to be performed on behalf of a UBCO Unit, remotely from the Vancouver campus. This is not a work-from-home position.

Length of Assignment: 2024-09-01 to 2025-04-30, at approximately 10 hours per week. Total time commitment for the term is expected to be approximately 300 hours. Scheduling to be negotiated between the successful candidate and supervisor(s), with reference to operational needs and constraints.

Hourly compensation: \$27.50

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## Organizational Overview

This position is designed collaboratively between UBC Okanagan Library and UBC's Records Management Office (RMO). RMO is located in the Irving K. Barber Learning Centre, and forms part of the UBC University Archives unit. The Records Management office provides a unified approach to records management, supports overall effective information management, and leads the transition to electronic records management at UBC in an efficient, secure, and sustainable manner.

The Okanagan Library prides itself on being an inclusive place, a service-oriented team, and a nexus of scholarly engagement. Within UBCO Library, this position will be associated with the Records Management Program, which is operated out of the Commons Building, and forms part of the Archives and Special Collections complex.

Supervisors from RMO and the UBCO Records Program will co-manage a student performing digital records tasks and projects in service of the UBCO Office of the Provost -- Academic Operations and Services Portfolio. The Academic Operations and Services Portfolio supports UBC Okanagan's [Continuing and Professional Education](#) initiatives and the Aspire-2040 Learning Transformations [Fund](#), as well as projects related to [academic integrity](#), [experiential education](#), and other campus priorities as identified by the Provost and Vice-President Academic.

## Detailed Position Description

The Student Records Manager will be given the opportunity to apply formal theoretical archival training and translate it to an active digital records environment under the mentorship of two experienced professionals. This position will be physically located at RMO (Vancouver), but be primarily supported by



the Archivist at UBCO. The Student Digital Records Manager will work actively with staff in the UBCO Office of the Provost to design and implement recordkeeping solutions specific to the unit.

The Student Digital Records Manager will have the opportunity to learn about records management at UBC, then take on the responsibility and ownership of key elements of project deliverables, especially within records governance documentation and delivery of workshops. This position offers a supported hands-on experience in developing project charters, unit-level file plans, file migration maps, security matrices, and policy documents which will provide opportunities to develop competencies in digital records management. Toward the end of the placement, the Student Digital Records Manager will deliver one or more presentation(s) and/or workshop(s) to the Academic Operations and Services Portfolio and write a blog entry of the work to be posted on the Records Management website. This will be an excellent opportunity for the student to expand and improve the scope of their communication skills by organizing and presenting material for different audiences and through different communication channels.

### **Supervision:**

The work will be supervised and supported by the e-Records Manager (UBCV), the Archivist (UBCO Library) and the Senior Manager, Strategic Projects from the Academic Operations and Services Portfolio. Additionally, the student will participate in weekly meetings with the UBCO Archivist to discuss progress and challenges as well as potential issues that arise in the work setting. The successful candidate will also receive feedback on their performance as needed on an ongoing basis.

### **Qualifications**

- Graduate student enrolled in Archival Studies or Library and Information Studies program at UBC iSchool;
- Knowledge of basic archival and records management principles, and a genuine interest in records management;
- Experience with a variety of computer programs;
- Good organizational and time management skills
- Attention to detail;
- Good oral and written communication skills;
- The ability to work in a team environment;
- Previous records management, archives, or administration experience is an asset but not necessary, as job training will be provided.

All qualified and eligible candidates are encouraged to apply.

Equity and diversity are essential to academic excellence. An open and diverse community fosters the inclusion of voices that have been underrepresented or discouraged. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability,



political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

### **How To Apply**

Application packages consisting of a single PDF document including both a cover letter and a CV or resume should be directed to:

Paige Hohmann, Archivist  
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Kelowna BC  
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