The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from visible minority group members, women, Aboriginal persons, persons with disabilities, members of sexual minority groups, and others who may contribute to the further diversification of ideas.

POSITION: Toronto Academic Library Internship (TALint) – 2nd Year

PERIOD OF EMPLOYMENT: September 2016 – August 2017

DEPARTMENT: University of Toronto Archives & Records Management Services (UTARMS)

QUALIFICATIONS:

- Ability to work independently and as part of a team to complete assigned tasks within stated guidelines and deadlines.
- Strong communication and organizational skills.
- Accuracy and attention to detail.
- Strong service orientation.
- The incumbent is preferably in the Archives and Records Management (ARM) stream of the Faculty of Information and has knowledge of and experience in using archival sources.

DUTIES:

The University of Toronto Archives and Records Management Services (UTARMS) is responsible for the acquisition, preservation and use of University records and the private records of individuals and organizations associated with the University. It is the largest university archives in Canada with the holdings of approximately 11,000 meters of materials.

Under the direction of the University Archivist and consistent with archival theory and the University Archives' practices, the intern will gain experience in all aspects of archival work including processing, arrangement, description, and general reference service. The student will also become familiar with on-line archival descriptive such as AtoM. The candidate may perform other duties as required.

HOURS: 15 hours per week

Using the naming convention, “Last Name, First Name.TALINT.UTARMS”, please submit your application by email to uthr@utoronto.ca.

Applications will be accepted until Monday, February 29, 2016