



ONTARIO SECONDARY SCHOOL TEACHERS' FEDERATION
60 Mobile Drive, Toronto, Ontario. M4A 2P3

INTERNAL/EXTERNAL

Five (5) Day Job Posting

Records Management/Administrative Clerk [Summer Student]
[Temporary, up to two (2) months, five (5) positions]

The Ontario Secondary School Teachers' Federation invites applications for the position of Records Management/ Administrative Clerk [Summer Student].

PART 1 – POSITION SUMMARY

The Records Management/ Administrative Clerk [Summer Student] will help support the OSSTF/FEESO Provincial Office with reviewing records and record management across a number of digital drives, formats and systems. This position is primarily responsible for the efficient and accurate reporting of information and documentation, with some administrative duties from time to time.

DUTIES AND RESPONSIBILITIES (not listed in order of priority)

1. Review records and manage information electronically across digital drives and systems.
2. Identify, classify, and record documents electronically
3. Ensure confidentiality is maintained in accordance with the Freedom of Information and Protection of Privacy Act or other related and applicable legislation.
4. Perform other duties as assigned from time to time by the Administrator or Associate General Secretary.

PART 2 – POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Completion of a high school diploma or equivalent and currently enrolled in a post-secondary program at an undergraduate or graduate level.
- Bilingualism (English and French) is an asset.
- Ability to communicate in a sensitive and courteous manner with members, office staff, and partners.
- Excellent interpersonal and public relation skills are required involving common sense, tact, courtesy and integrity both in person and by phone/email.
- Proficiency in general office equipment and Microsoft Office software tools.
- Strong organizational skills.
- Requires close attention to detail and accuracy.
- Understanding of and commitment to confidentiality.



SALARY, BENEFITS and WORKING CONDITIONS

- In accordance with COPE 343, the weekly salary for the Records Management/Administrative Clerk – Summer Student is \$782.
- Please refer to the collective agreement for working conditions.
- May be required to work outside of business hours on occasion, as needed.

APPLICATION REQUIREMENTS

Please submit your resume and cover letter to:

Jim Spray, CFO/AGS, Operational Services Division
c/o Zoe Vander Doelen, Human Resources Specialist
Ontario Secondary School Teachers' Federation
60 Mobile Drive, Toronto, Ontario, M4A 2P3
Marked "Personal and Confidential"
Email: careers@osstf.ca

Please quote "**Records Management/Administrative Clerk [Summer Student]**" in the subject line.

The deadline for receiving application is 4:00pm on Thursday June 23, 2022.

The Ontario Secondary School Teachers' Federation (OSSTF/FEESO) is dedicated to equity, anti-racism and anti-oppression while protecting and enhancing public education. We are committed to cultivating an inclusive workforce that reflects the diversity of our members and our communities. We actively seek and welcome applications from members of equity-seeking and sovereignty-seeking groups. In accordance with the Accessibility for Ontarians with Disabilities Act (AODA), OSSTF/FEESO strives to ensure that all recruiting processes are non-discriminatory and barrier-free. If you require accommodation at any point during the recruitment process, please advise the Recruitment Team where possible, in advance.

OSSTF/FEESO values the participation of members with various lived experiences. Self-identification of membership in equity-seeking or sovereignty-seeking group(s) is voluntary. If you choose to self-identify, please let us know any that apply to you:

- o 2SLGBTQI+
- o Black/African Black/Caribbean Black
- o First Nations, Métis, Inuit
- o Francophone
- o Person Living with a Disability
- o Racialized
- o Woman