DESCRIPTION OF SERVICES

Job Identification:

<table>
<thead>
<tr>
<th>Job Title:</th>
<th>Information Management - Intern</th>
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<tbody>
<tr>
<td>Work Unit:</td>
<td>Information Management/Information Services/Operations</td>
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<tr>
<td>Responsible To:</td>
<td>Information Management Coordinator – Records / Information Management Coordinator - Library</td>
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<td>Job Purpose:</td>
<td>This position assists the Information Management Team with the priority projects for 2022-2023</td>
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<tr>
<td>Date:</td>
<td>June - December 2022</td>
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The Temporary Staff is to provide assistance to the IM Team in the following projects/work:

1. **Transfer of Archives Project**
   a. Prepare archived records for transfer [sorting and culling]
   b. Pack archived records for transfer [including listing records and labelling of boxes]
   c. Assist with physical transfer of archived records to new archives location
   d. Set up of archived records in new archives

2. **Clearance of Mezzanine Level**
   a. Sort and clear boxes of records and documents [including culling, scanning and filing]
   b. Sort and cull NN collection records
   c. Prepare and pack all current records for move to new location [including listing records and labelling of boxes]
   d. Assist with physical transfer of current records to new location
   e. Set up current records in new location

3. **Electronic Documents and Records Management System Project**
   a. Scan hard copy correspondence records for new EDRMS
   b. Upload scanned records into system
   c. Assist with other project duties as required

4. **Clearance of IM Records Backlogs**
   a. Sort and clear all backlogged documents and records in IM work area and library
   b. Scanning files / documents when the need arises

5. **Organisation of Library Collection**
   a. Assist with weeding the Library collection [includes periodicals and books]
   b. Clear all outdated periodicals and books from shelves for disposal
   c. Assist with reorganisation of library area
6. **Organisation of Physical Photos**
   a. Organise and catalogue all physical photos
   b. Digitise all physical photos and catalogue

7. **Assist with IS daily Operations:**
   a. Provide support to IM team daily operations when needed.
   b. Provide secondary user support to ICT team when needed.

__________________________________________________________    
Employee                                                   Date