



JOB DESCRIPTION

JOB TITLE	Records Information Management Assistant
JOB LEVEL	B
DEPARTMENT	Director's Services, Corporate Services
SUPERVISOR	Records Information Management Officer

POSITION SUMMARY

The Records Information Management Assistant provides organizational support by processing and delivering Ontario Student Records, preparing various reports and documents and providing guidance to the Records Information Management Clerk in the absence of the Supervisor.

DUTIES AND RESPONSIBILITIES

- Processes requests for Ontario Student Records according to department protocols.
- Research when dealing with students who have unique educational histories.
- Collect payment fees and prepare deposits.
- Respond to third party requests for verification of education.
- Prepare and maintain tracking records and statistical reports.
- Provides guidance to Records Information Management Clerk and temporary staff in the absence of the Supervisor.
- Assist Records Information Management Clerk in the imaging of secondary school Ontario Student Records according to legislation, Board retention schedule, and imaging protocols.
- Coordinate the removal, shredding and disposal of records according to protocols.
- Assist with related tasks as requested.

EDUCATION

Completion of OSSD or equivalent.

EXPERIENCE

Related work experience is an asset.