



RECORDS MANAGER

Located in southern Alberta, the University of Lethbridge has an evolving strategic plan to position itself as one of the foremost institutions in Western Canada.

The University's Library is seeking applications for the position of Records Manager. Reporting to the Associate University Librarian, the incumbent will direct and oversee the Records Management Program at the University of Lethbridge.

The Manager will focus on a variety of activities ranging from reviewing existing information management processes and practices for all types of records, identifying records management needs and successfully communicating solutions (developing and promoting records management on campus), to consulting/liasing with campus departments and providing a Records Management perspective for electronic initiatives. The Manager acts as Chair for the University Records Management Committee and coordinates the activities of two Records Technicians.

The successful candidate must have a post secondary degree/diploma in a related field and certification in Records Management/Archives combined with five (5) years experience in records management or an equivalent combination of education and records management experience. Solid technical knowledge in understanding and applying records management principles and theory as well as the ability to adapt that knowledge to changing requirements, preferably in a University setting. Electronic Resource Management (ERM) Certification and/or familiarity with electronic document and records management are also essential.

Excellent organization, analytical, communication and interpersonal skills as well as the capacity to work independently with minimal supervision and the ability to maintain effective working relationships with members of the University community and the general public are essential. The successful candidate must be capable of meeting the physical requirements of the position (able to lift up to 50 pounds).

The University of Lethbridge offers a competitive compensation package with a full range of employee benefits.

Qualified candidates are encouraged to apply by **April 15, 2009**. Please include a detailed resume with references and salary expectations quoting competition #CA01021 to:

Human Resources
University of Lethbridge
LETHBRIDGE AB T1K 3M4
E-mail: human.resources@uleth.ca
FAX: 403-329-2685

Resumes received without quoting the competition number will not be accepted.

The position is open to all qualified applicants, although preference will be given to Canadian citizens and permanent residents of Canada. The University is an inclusive and equitable campus encouraging applications from qualified women and men including persons with disabilities, members of visible minorities and Aboriginal persons.

Thank you to all applicants; only those selected for an interview will be contacted.