



District of Lantzville

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April 21, 2026

RECORDS MANAGEMENT ASSISTANT SUMMER STUDENT (ONE POSITION) JOB POSTING (Work Term May 18th to August 28th)

POSITION SUMMARIES

The District of Lantzville is seeking a motivated and detail-oriented Summer Student to support the digitization and organization of municipal records. Working under the direction of the Director of Corporate Services, the Records Management Assistant will scan, index, and electronically file a variety of physical records to improve accessibility and strengthen the District's records management practices. This Canada Summer Jobs position provides a valuable opportunity for a student to gain practical experience in digital archiving, information management, and municipal operations.

RESPONSIBILITIES

1. Prepare physical documents for scanning (e.g., removing staples, sorting files)
2. Operate scanning equipment and ensure quality control of digital files
3. Organize and name scanned documents according to established protocols
4. Upload and file documents into the District's digital records system
5. Maintain confidentiality and handle sensitive information appropriately
6. Assist with general administrative tasks as required
7. Other related duties as assigned.

QUALIFICATIONS

1. Must be between 15 and 30 years of age at the start of employment
2. Must have been a full-time student in the previous academic year and intend to return to full-time studies
3. Strong attention to detail and organization skills
4. Proficient with computers and file management systems
5. Ability to work independently and as part of a team
6. Interest in public administration or archival work is an asset
7. Familiarity with office equipment (e.g., photocopiers, scanners) is an asset

WORKING CONDITIONS

- Office-based position with extended periods of sitting and computer use
- Standard office hours are 35 hours per week, Monday to Friday, 8:00 am to 4:00 pm
- May require lifting and moving boxes of documents (up to 10 kg)
- Training and supervision provided

Hourly Rate of Pay:

\$32.51 per hour in accordance with our Collective Agreement with CUPE Local 401.

Interested applicants must submit a resume and cover letter to the attention of George Robinson (grobinson@lantzville.ca) via email no later than:

4:00 pm on **Friday, May 1, 2026**

All applications are appreciated, however only those selected for an interview will be contacted.

This position is partially funded by the Canada Summer Jobs program.