

EMPLOYMENT OPPORTUNITY

The Archives of Women's College Hospital would like to offer a 12-week student summer employment opportunity as an archives assistant to assist with a digitization project. The position will begin May 28, 2018 and end August 17, 2018.

The successful candidate must be fluent in English; have some archival training and/or experience working in an archives; good communication skills, both verbal and written; some familiarity with the Rules for Archival Description (RAD); and good computer skills. Some knowledge of databases and imaging software would be an asset. Applicants should be in the process of completing a university or college degree in archival science, information management, history or related discipline.

The Archives of Women's College Hospital is located at Women's College Hospital in downtown Toronto. The archives acquires, maintains, preserves and makes available the historical records and artifacts of Women's College Hospital. Its collection documents the rich history of Women's College Hospital that began in 1883 with the founding of Woman's Medical College. The collection also consists of archival material related to the history of women in medicine, the history of nursing and early hospitals in Canada. Women's College Hospital is a national historic site and noted as being a site of importance in the field of women's history in Canada.

This employment opportunity is made possible by the Young Canada Works program. To be eligible, applicants must be a Canadian citizen or a permanent resident, or have refugee status in Canada and be legally entitled to work in Canada. Applicants must be between 16 and 30 years of age at the start of employment, have been a full-time student in the preceding semester, and intend to return to full-time studies in the semester following this contract.

DEADLINE FOR APPLICATIONS: Friday April 20, 2018

Please forward resumes via email to wch.archives@wchospital.ca

We thank you for your interest, however, only qualified applicants who are selected to be interviewed will be contacted.

Women's College Hospital is a fully affiliated teaching hospital of the University of Toronto and is committed to fairness and equity in employment and our recruitment and selection practices. We encourage applications from Aboriginal peoples, people with disabilities, members of sexual minority groups, members of racialized groups, women and any others who may contribute to the further diversification of our Hospital community. Accommodation will be provided in all parts of the hiring process as required under our Access for People with Disabilities policy. Applicants need to make their requirements known in advance.