**BRITISH COLUMBIA INSTITUTE OF TECHNOLOGY**

**SUPPORT STAFF POSITION DESCRIPTION**

**POSITION: GRADE: ( )**

**DEPARTMENT:**

**REPORTS TO:**

**DATE:**

**SUMMARY:**

*(Insert job summary – brief description of the position’s purpose.)*

**DUTIES AND RESPONSIBILITIES:**

*(Insert duties and responsibilities here – in bullet format)*

* Undertakes related duties as assigned, consistent with the job grade of this position.

(*Note: if the incumbent will perform full FOIPOP and DRDB responsibilities for the operating unit please use both (a) and (b) - if not, then (a) – is required on all job descriptions – remove (a) and add as a bullet.)*

**(a)** Participates in Records Custodian training and remains current with record keeping practices, policies and procedures (both BCIT and FOIPOP)

**Or:**

**(b)** Undertakes the duties and responsibilities of Records Custodian in compliance with FOIPOP and Institute policies and procedures, including: maintaining index and retrieval system of office files through the Directory of Records Database (DRDB), or appropriate alternative’ procuring file folder labels through the DRDB, or appropriate, indicating the classification to which files belong; filing incoming documents into the records management system to support the business process; and, as appropriate, assisting other office staff with proper security levels to identify and retrieve active records.

**APPROVALS:**

By signing below, I am acknowledging that I have read and understood the duties and responsibilities of this position.

Incumbent Date Signed

Manager Date Signed

Human Resources Advisor Date Signed

**QUALIFICATIONS:**

**Definition:**

The qualifications section for this position was developed using the approved job evaluation plan, agreed to between the BCGEU and BCIT. The qualifications represent the minimum qualifications required in the future (i.e. to be reflected in job postings) and do not reflect the incumbent’s existing qualifications.

**Education:**

**License(s)/Certifications(s):**

**Experience:**

**Software/Computer Application(s) and Expertise:**

**Communication/Interpersonal Skills:**

**Administrative Skills (e.g. prioritizing, minute taking, wp speed, etc.):**

**Other Skills/Abilities:**