



# ST. PAUL'S HIGH SCHOOL

## JESUIT

**Job Description: Internship, full-time contract**

**Duration: August 19<sup>th</sup>, 2024 – March 28<sup>th</sup>, 2025 (32 weeks)**

**Application Close Date: June 28<sup>th</sup>, 2024**

St. Paul's High School is seeking an **Archival Intern** to assist with preparations for their upcoming centennial (2026-2027).

This position will focus on collecting, documenting, and preserving oral history interviews and the acquisition of associated objects and images. These materials will be preserved in the school archive's collection and will be used to develop interpretive content for the upcoming centennial.

**Qualifications:**

- Post-secondary education in Archival or Museum Studies or an associated program
  - Preference will be given to those who have archival training and/or vocational experience within an archive
- Ability to work as part of a team and independently
- Excellent verbal and written communication skills
- Excellent organizational skills and attention to detail
- Knowledge of the care and handling of archival records and artifacts
- Proficiency with Microsoft Office suite
- Strong research skills
- Experience working with recording equipment is an asset
- Previous oral history experience is an asset

**Requirements:**

This position is funded in part through Young Canada Works. You must meet the YCW eligibility.

- Be a Canadian citizen or a permanent resident, or have refugee status in Canada
- **Note:** Non-Canadian students or graduates holding temporary work visas or awaiting permanent resident status are not eligible.
- Be legally entitled to work in Canada (have a valid social insurance number) Be a graduate from college or university
- Be between 16 and 30 years of age inclusively at the start of employment
- Meet the specific eligibility criteria of the program to which you apply
- Be registered in the YCW online candidate inventory

This position requires a Criminal Record Check and Child Abuse Registry Check.

**Salary:**

\$18/hour



# ST. PAUL'S HIGH SCHOOL

## JESUIT

### **Application Process:**

Applicants must create a profile with [Young Canada Works](#), meet all the eligibility requirements, and apply via email to: [apply@stpauls.mb.ca](mailto:apply@stpauls.mb.ca).

Only those candidates selected for an interview will be contacted.

Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. When applying to this position, please indicate the position title in the subject line and/or body of your email. Your cover letter, resumé and/or application must clearly indicate how you meet the qualifications for the posted position.

### **About St. Paul's High School:**

Central to the mission of St. Paul's High School is the preparation of young men for post-secondary studies and subsequent leadership in the community. As a Jesuit, Catholic school our curriculum has been developed in a way that stimulates our students' imagination and desire to learn, encourages them to make positive and meaningful decisions, and provides the groundwork that promotes lifelong learning.

Through the commitment and efforts of all members of the learning community – students, parents, teachers, alumni, friends, and board members – our students develop into competent, conscientious, and compassionate men for others.

### **Acknowledgement:**

We acknowledge the financial support of the Government of Canada.

Canada