

**Records & Systems Technician
MedIT**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an agricultural campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 18,500 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that's celebrating 200 years of academic excellence in 2018.

MedIT is a unit of the Faculty of Medicine that provides technology support services to the medical and health education programs at Dalhousie. Reporting to the Manager, Records and Information Management, the Records and Systems Technician performs many of the ongoing activities pertaining to the Faculty of Medicine's (FoM) records and information management program. The incumbent will also support the FoM's education systems in collaboration with the Medical Education Specialist.

Key Responsibilities:

- Support the records management framework by assisting Faculty of Medicine units with their transition to the new records classification system. Tasks include implementing classification templates and migrating vital and sensitive files, as required.
- Prepare, review, coordinate and track vital records for digital scanning and offsite storage ensuring records are effectively indexed, annotated and redacted.
- Ensure that records are created, stored, accessed and archived according to Dalhousie's record classification system and to meet the provisions of the FOIPOP act.
- Provide support for the faculty's scheduling and evaluation software for medical students, residents and faculty, including running routine timely processes, managing test accounts, and escalating issues with the vendor, as required.
- Provide general technical support to Undergraduate Medical Education (UGME), Postgraduate Medical Education (PGME) and clinical departments for various medical education technologies via telephone, email, video conference and in person.

Qualifications: Undergraduate degree in Information Management, Library and Information Technology, or Library Management Field, plus three years' related experience (or equivalent combination of training and experience) is required. Demonstrated knowledge of records and information management theories, practices, rules and regulations. Effective written and oral communication skills. Demonstrated ability to work in a high profile confidential environment is considered an asset. Experience with a variety of software applications is necessary, such as Office 365. Experience with one45 an asset.

Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.

Apply online by 10 p.m. on April 17, 2018 to competition N77-18024.

Salary Range: \$22.86 - \$27.87 (32.5 hours per week, \$38,627- \$47,106 annually). (T-7)

This is a provisional classification. Formal classification procedures will be initiated by the Compensation & Job Evaluation Unit in approximately six months.

This position is part of the Nova Scotia Government and General Employees Union Local 77 (NSGEU).

Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.

Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit www.dal.ca/respect