

Assistant Information Access Analyst (Temporary, Full-Time) - 1632

Close Date: June 3, 2025

At the City of Kamloops, we believe in progressive and barrier-free recruitment for everybody every day. This means employment opportunities for all in a safe, inclusive and diverse workplace. We know our city is stronger when we hire qualified individuals from different backgrounds with diverse experiences, cultures and perspectives.

We are focused on creating the highest levels of service excellence, based on an organization-wide community culture that celebrates our employees who make it all happen. We are known as Canada's Tournament Capital and are famous for our hospitality and community spirit, traits that make us a leader! Recreation, sports, arts and culture, health care, social activities, volunteerism, and affordable housing all meld to form a unique blend of big-city amenities with small-town ambience. This is Kamloops!

Let's make Kamloops shine! Join our team today.

Position Overview

An exciting opportunity exists for an Assistant Information Access Analyst within our Community and Culture Department! We are seeking a hardworking, detail-oriented individual to join our team and assist with data cleanup in Xplor Rec in support of the Space Allocation Project. As part of this role, you will work closely with our Information Access Analyst to ensure data integrity and accuracy, contributing to effective planning and resource management.

This is an ideal opportunity for someone detail-oriented, organized, and interested in contributing to meaningful community initiatives.

The successful candidate must have the following qualifications:

1. Preference will be given to post-secondary students who live in Kamloops, or whose family maintains a residence in Kamloops.
2. Strong attention to detail and accuracy when handling data.
3. Familiarity with data entry, data cleanup, or records management tasks, along with intermediate proficiency in Microsoft Excel and Word, as demonstrated through testing. (70% pass rate required).

This is a temporary position until approximately August 29, 2025. Please refer to the Student Hire LOU attached.

For new hires, and for those working in designated positions of trust, including those working directly with vulnerable persons, no formal offer of employment will be made until an applicant completes a police information check. This position will receive 14% in lieu of all benefits, vacation, stat holidays, and health time. This is a CUPE local 900 position.

Hourly Rate

\$21.632 (+ 14% in lieu of benefits = \$24.660)

Hours & Days of Work

Monday - Friday:
8:00am - 4:00pm

Hours per Week

35

Career Opportunity



Please note if you need assistance or have individual needs or requirements throughout the application process, contact the Human Resources Department by telephone, email hr@kamloops.ca or in person at 6-510 Lorne Street so we can better support you.

External job postings are open to everyone. We are an equal opportunity employer and thank all applicants for their interest. Please be sure to review the application requirements of each job you apply for. Only those selected to participate in the recruitment process will be contacted.

Applications are accepted online at kamloops.ca/careers.