

With a bold, future-looking mandate, the Canada Foundation for Innovation equips researchers to be global leaders in their field and to respond to emerging challenges. Our investments in state-of-the-art tools, instruments and facilities underpin both curiosity- and mission-driven research that cuts across disciplines and bridges all sectors. The research infrastructure we fund mobilizes knowledge, spurs innovation and commercialization, and empowers the talented minds of a new generation.

Summer student job opportunity

Records Management Assistant

- **Number of opportunities:** One full-time four-month contractual position (May–August 2026)
- **Existing or anticipatory:** New temporary position
- **Expected hourly rate:** \$22.00–\$23.50 per hour
- **Work location:** hybrid, minimum two days per week at the CFI offices
- **Closing date:** April 6, 2026

The Information Management (IM) program at the CFI provides staff with direction on creating, capturing, storing, sharing, managing and protecting CFI information.

The Records Management Assistant will participate in the delivery of the Information Management work plan by assisting the Senior Digital Records Specialist with records inventories, file plan development and SharePoint site configurations. The incumbent will also contribute to the development and distribution of IM-related training and awareness resources.

Responsibilities

The incumbent may be asked to perform any or all activities described below.

Records management assistance

- Assist with the preparation of digital records inventories
- Help organize document libraries using folder structures and consistent naming conventions
- Help complete file plan and retention worksheets
- Check and confirm records classification and retention standards
- Assist with preparation of IM presentations and job aids
- Perform general administrative support tasks related to IM initiatives.

SharePoint site support

- Collaborate with the Senior Digital Records Specialist and internal teams to enhance SharePoint sites according to established best practices and guidelines
- Create SharePoint-related resources to aid staff in routine SharePoint use.

Skills and knowledge

- Currently enrolled in a post-secondary program, preferably in Information Management, Library and Information Science, or a related field
- Foundational understanding of records and information management concepts
- Strong attention to detail and organizational skills
- Ability to handle sensitive information with discretion and confidentiality
- Very strong Microsoft 365 skills, especially in SharePoint, OneDrive, PowerPoint, Word and Excel
- Strong English written and verbal communication skills.

Assets

- Experience conducting records inventories, file plans or retention schedules
- Previous experience developing training and awareness materials
- Bilingualism preferred (English/French)

The CFI does not use any AI tools at any time in the screening of applicants.

Please send your CV and a covering letter by end of day on April 6, 2026 to:

Diane Larabie
Manager of Human Resources
Canada Foundation for Innovation
55 Metcalfe Street, Suite 1100
Ottawa ON K1P 6L5
hr@innovation.ca

We would like to thank all candidates who apply. Only candidates selected for an interview will be contacted.

The Canada Foundation for Innovation supports official languages principles and respects Ontario's Accessible Customer Service Policy. We attempt to accommodate individual needs in keeping with the Ontario Human Rights Code and the Accessibility for Ontarians with Disabilities Act. Please let us know in advance if you require accommodation to participate in the hiring process.

The CFI is committed to the principles of equity, diversity and inclusion. In all our activities, we recognize that a breadth of perspectives, skills and experiences contributes to excellence in research.

The Canada Foundation for Innovation respectfully acknowledges that its head office is located on the traditional, unceded territory of the Anishinaabe Algonquin People.

Visit Innovation.ca and our "Careers" page for more information about the CFI.