**Description:**

The Records Management Office is looking for two contractors to work at the Battelle King Ave, Columbus Ohio facility for 90 days.  
  
**Job Summary:**

Provides specialized support to the Records Management Office comprised of reviewing, identifying and selecting project files from various media including but not limited to hard-drives, DVDs and CDs, saving and inputting those files with appropriate metadata into an electronic record keeping application.   
  
**Major responsibilities:**

Under the direction of the Document Control and Records Management Specialist and/or CIT staff, the contractors will be responsible for:

1. Reviewing and selecting project files from various media including but not limited to hard-drives, DVDs and CDs.
2. Inputting selected files into an electronic record keeping application.
3. Creating appropriate metadata entries in the electronic record keeping application for files as they are ingested.
4. Assists in database entry and clean up as needed.
5. Assists in the preparation of records for offsite storage including indexing, boxing, and moving records as needed.
6. Maintain current, accurate and complete files and documentation of procedures related to the activities preformed.
7. Create and edit documents and spreadsheets as needed.
8. Draft summaries and reports of compiled information.
9. Other duties as required.

**Minimum requirements:**

1. Oral and written communication and analytical skills normally acquired through completion of an undergraduate degree required.
2. Strong interpersonal skills (tact, diplomacy and negotiation skills), good conflict resolution, team building, strong work ethic, ability to work with multi-disciplinary teams required.
3. Ability to lift and carry boxes containing 40 pounds required.
4. Courtesy, tact, and effectiveness in dealing with people required.
5. Possession of excellent word processing and computer skills required.
6. Self initiative and ability to work independently required.
7. Familiarity with records management standards including DoD 5015.2, ISO 15489 and 9000 or similar quality standards preferred.
8. Demonstrated experience working with and creating metadata within electronic record keeping applications or on-line public access catalogs preferred.
9. Masters degree in History with an archival specialization or a Library Science degree preferred.