

JOB POSTING: DIGITAL ARCHIVING ASSISTANT - CFRU RADIO AND MEDIA CENTRE

(TEMPORARY STUDENT POSITION)

12 HOURS/WEEK / 18 WEEKS / \$23/HOUR / APRIL 20, 2026 – AUGUST 21, 2026

Application Deadline: Monday, April 6, 2025 at 11:59pm EST

This position is available to registered and continuing students at the University of Guelph. Please send resume and cover letter to admin@cfru.ca with the subject line, "Digital Archiving Assistant"

CFRU is a volunteer-driven campus and community radio station and media centre committed to broadcasting high quality, innovative, and entertaining music and spoken word programming. We serve as a distinct alternative to other available radio and media services and provide an ongoing connection between the University campus and the wider community.

Nature and scope:

CFRU is seeking a **Digital Archiving Assistant** to support the comprehensive digitization, organization, and cataloguing of the station's music and media collections. Working closely with the Administrative Coordinator and Music Director, the successful candidate will help design and implement efficient systems for managing physical and digital assets. This is a hands-on role requiring strong organizational skills, attention to detail, technical proficiency, and the ability to work independently.

Duties:

Working closely with, and reporting to, CFRU's Administrative Coordinator and Music Director, the Digital Archiving Assistant will:

- Digitize physical media including CDs, cassette tapes, and paper documents
- Create high-quality digital audio files with accurate and consistent metadata
- Organize and upload digitized files to CFRU's web server
- Develop a structured and scalable cataloguing system to improve current records
- Ensure digital files are searchable, accurate, and consistently formatted
- Create user-friendly reference documents for volunteers interacting with the CD and digital music libraries

Objectives:

We're seeking one **enthusiastic, professional University of Guelph student** who is organized, self-motivated, and eager to contribute to a collaborative work environment. Ideal candidates will have strong problem-solving skills and an interest in digital media. This role offers valuable hands-on experience in media archiving, metadata management, and digital preservation within a campus/community radio environment.

Qualifications:

- Strong attention to detail
- Excellent organizational skills
- Proficiency with computers and digital tools
- Experience with Google Sheets and/or Microsoft Excel
- Good verbal and written communication skills
- Ability to manage time effectively and work independently
- Availability to work during CFRU's open hours (Monday–Friday, 10 AM – 4 PM)

Eligibility requirements:

- This position is open to domestic and international undergraduate and graduate students registered at the University of Guelph
- International students must be legally eligible to work in Canada

Assets:

- Interest in diverse music genres
- Interest in music archiving, preservation, or library sciences
- Experience with libraries, archives, databases, or metadata systems
- Familiarity with campus/community radio
- Experience volunteering with non-profits and/or CFRU
- Strong multi-tasking abilities and a positive, enthusiastic attitude
- Understanding of anti-oppressive practices

This is a 12 hour per week position for a 16-week term beginning April 21, 2026 and ending August 14, 2026 with a wage of \$23 per hour. Weekly scheduling of hours will be flexible and adaptable within CFRU's regular open hours (10am to 4pm, Monday to Friday). The successful applicant for this position will be welcome to re-apply if CFRU offers this position in subsequent semesters. Only current University of Guelph students will be considered. This is not a unionised position.

To apply, please send your resume and cover letter to admin@cfru.ca by Monday, April 6, 2026 at 11:59pm EST. Please use the subject line, "Digital Archiving Assistant."

CFRU Radio is an employment equity employer. All qualified candidates are welcome. Preferences will be given to and applications are encouraged from all equity-seeking individuals including people of colour, Indigenous peoples, people living with disabilities, women, working class people, queer and/or trans people (an umbrella term recognizing many identities outside of the gender binary, including but not limited to: transgender, transsexual, Two-Spirited, genderqueer, gender-fluid, etc.). Please feel free to complete our Employment Equity Self-Identification Form.