



PROVIDENCE

LIBRARY TECHNICIAN

For nearly a century Providence has been a Christian academic community in the evangelical tradition that teaches people to grow in knowledge and character for leadership and service. Our vision is to become a leading Canadian Christ-centred university that transforms students into leaders of knowledge, character, and faith to serve Christ in a changing world.

POSITION OVERVIEW

Reporting to the Director of Library Services, the Library Technician is responsible for cataloguing, interlibrary loan and circulation services; assists the Director of Library Services in library planning, advertising, policy writing, with decision making and makes recommendations. This is a full-time, permanent position.

SUMMARY OF DUTIES AND RESPONSIBILITIES

CATALOGUING

- Retrieve records from OCLC
- Download records into library's integrated library system (ILS)
- Modify record if necessary – add holdings and items
- Copy and original cataloguing required
- Cataloguing in Dewey Decimal Classification, MARC and RDA

CIRCULATION DESK DUTIES

- Prepare student cards
- Register students in library system
- Check books in and out
- Prepare reserve lists and process reserve materials

INTERLIBRARY LOAN

- Receive ILL requests (online form and WorldShare) from Providence faculty and students and other institutions
- Fulfill ILL requests, internal and external

ORDER OFFICE SUPPLIES

- Order supplies, including photocopier paper from IT department

BOOK REPAIR

- Binding preparation and book repair



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PROFESSIONAL DEVELOPMENT

- Attend the Manitoba Library Association conference bi-annually
- Attend the Interlibrary Loan Consortium meeting annually

MAINTENANCE OF PERIODICALS

- Receive and process
- Maintain subscriptions
- Maintain periodical listings
- Prepare for binding

LIBRARY FINE MONEY

- Run library fine report and deposit monies at business office

PERSONAL COMMITMENT

- To be in good standing with a local church
- An enthusiastic personal faith commitment
- A commitment to Christian higher education and to Christian ministry
- Affirm the Covenant of Faith of Providence University College and Theological Seminary as outlined in the Employee Handbook
- Able and willing to uphold the Covenant Of Community Life and model conduct accordingly

EDUCATION & QUALIFICATIONS

- College or Technical School Library Technician diploma required
- Previous library experience an asset
- Specialized knowledge in integrated library systems, cataloguing and research an asset
- Operation and basic maintenance of photocopier machine and microform readers/printers required
- Proficient in MS Office 365
- Database management experience an asset

COMPETENCIES

- Communication: Excellent skills, oral, written and interpersonal communication and diplomacy, cross cultural communication, between departments, students, staff, faculty, constituents, other external library staff and external/public contacts
- Strong organizational and detail supervisory skills: creating a positive teamwork approach



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- Initiative: A willingness to take on responsibilities and challenges
- Dependability: Reliable, responsible, dependable, fulfill obligations
- Attention to Detail: Attentive to detail and thorough in completing work tasks
- Multi-task: Ability to work on multiple tasks; ability to prioritize a high volume of tasks and activities
- Solution minded: Ability to give full attention to what other people are saying and to use logic and reason to identify the strengths and weaknesses of alternative solutions
- Initiative/Vision: Take initiative to ensure the program is growing in the right direction
- Analytical Reasoning: Well-developed reasoning to think through problems, assess options, understand processes, and communicate results
- Flexibility/adaptability
- Time management

APPLY

- To apply, submit a cover letter and resume by email to hr@prov.ca.