



PROVIDENCE

LIBRARY ASSISTANT

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 and working closely with the Library Technician, the Library Assistant is responsible for circulation desk duties, processing new materials, receiving and maintaining periodicals, basic reference assistance and other library related tasks. The Library Assistant is part of a team whose goal is to assist Providence Library Patrons with a cheerful attitude. Training for specific duties will be provided.

SUMMARY OF DUTIES AND RESPONSIBILITIES

Circulation Desk Duties

- Full desk duties
- Sign books in and out
- Shelf books
- Assist with training Student Library Assistants
- Provide basic reference assistance

Processing New Materials

- Prepare books for stacks including preservation procedures
- Keep “New Book” shelf current

Receiving Journals/Periodicals

- Mark all journal issues received in Library System
- Investigate missing issues
- Scan Table of Contents and email to faculty

EDUCATION & QUALIFICATIONS

- Must have completed grade 12
- Library Technician Certificate preferred
- Library experience preferred
- Combination of education and experience may be considered
- Proficient in MS Office 365
- Ability to operate printer/scanner/copier required

Job Description: Library Assistant

Date: June 2022

Revision Date:

COMPETENCIES

- Communication: Excellent skills, oral and written and interpersonal communication and diplomacy, cross cultural communication, between departments, students, staff, faculty, constituents, other external library staff, and external/public contacts
- Initiative: A willingness to take on responsibilities and challenges, ability to recognize and suggest improvements in procedures
- Dependability: Reliable, responsible, dependable, and fulfill obligations
- Attention to Detail: Attentive to detail and thorough in completing work tasks essential
- 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
- Analytical Reasoning: Well-developed reasoning to think through problems, assess options, understand processes, and communicate results
- Flexibility/adaptability
- Able to manage your time in order to complete tasks

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 Providence's Covenant of Faith as outlined in the Staff Handbook
- Able and willing to uphold the Covenant of Community Life and model conduct accordingly

WORK ARRANGEMENTS

- Manual dexterity
- Pushing book carts
- Lifting up to 25lbs

APPLY

Submit a cover letter and Resume by email to:

Hannah Loewen

Director of Library Services

c/o Marlin Reimer, Human Resources Manager

Email: hr@prov.ca

Start date: September 1, 2022. This is a sessional position, 15 hours per week from September to June. Salary range dependent on education and experience.

Consideration of applications will continue until the position is filled. All qualified candidates are encouraged to apply; however Canadian citizens and Permanent Residents will be given priority. We thank all applicants for their interest. However, only those selected to proceed in the application process will be contacted.

Further information about Providence University College and Theological Seminary may be found at www.prov.ca.

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