



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

- Assist library patrons at circulation desk
- Check books in and out
- Shelve books
- Shelf read
- Assist with training Student Library Assistants
- Provide basic reference assistance

PROCESSING NEW MATERIALS

- Prepare books for stacks including preservation procedures
- Keep New Books shelf current

RECEIVING JOURNALS/PERIODICALS

- Mark new journal issues received in Library System
- Investigate missing issues

RESERVE COLLECTION (in collaboration with Library Technician)

- Check required texts in all course syllabi against our library collection
- Retrieve books and place on reserve in library system



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- Communicate with Director of Library Services which books not held
- Remove books from reserve at end of semester
- Communicate with faculty as needed

SOCIAL MEDIA (in collaboration with Library Technician)

- Schedule posts for Library Instagram account

PERSONAL COMMITMENT

- An enthusiastic personal Christian faith commitment.
- A commitment to Christian higher education.
- Support the Providence mission, vision, and values.
- Affirm the Providence Statement of Faith.
- Agree to abide by the Providence Covenant of Community Life.

EDUCATION & QUALIFICATIONS

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

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.



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- **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 to complete tasks.**

WORK ARRANGEMENT

- Part-time Contract (September – June)
- 15 hours per week (2 full days per week or 4 half days per week)
- Manual dexterity required
- Ability to push book carts
- Ability to lift 25 lbs.
- In person, Otterburne campus

APPLY

Submit a cover letter and resume by email to:

Hannah Loewen, Director of Library Services
c/o Marlin Reimer, Director of Human Resources
Email: hr@prov.ca

Start Date: September 1, 2024.

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. Applications from members of underrepresented groups are especially welcome. 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 prov.ca.