
Operational Support

Library Assistant (Term, Full-Time Position)

(Commencing February 6, 2012 and ending September 28, 2012 - approximate)
Metro Campuses – (primary location Waterfront Campus, Dartmouth)
Competition No.2012-010

Nova Scotia Community College is committed to working individually and collectively with its employees to achieve our mission – Building Nova Scotia's Economy and Quality of Life through Education and Innovation. By building on employee strengths and promoting employee growth we will achieve our vision of education without borders.

The College values diversity in the workplace and strongly encourages applications from qualified African Nova Scotians, Aboriginal peoples, and other members of the visible minority community, persons with disabilities and women in non-traditional roles. Applicants from these designated groups wishing to self-identify may do so in their cover letters or by completing the online questionnaire

Our Opportunity: Reporting on campus to the Manager of Student Services and under the general direction of the Campus and Central Services Librarians, you will provide assistance for the day-to-day operations of the Metro Campuses libraries (primary location Waterfront Campus) and Central Services. You will open and sort mail, check in periodicals, provide document delivery services, prepare orders, assist with displays, signage and documents and circulate library materials. You will register patrons into Novanet. You will respond to routine reference questions and provide assistance to users in finding items using the online catalogue or other library resources, including the Internet. You will provide basic support troubleshooting equipment such as printers and photocopiers. Central Services duties include, but not limited to, acquisitions, circulation and document delivery.

Your Credentials:

- You have a high school diploma, combined with a minimum of two years experience in a library environment (preferably in an academic environment), or recognized equivalencies.
- You possess significant computer literacy skills, including the complete suite of Microsoft applications.
- Experience with the Aleph Integrated Library System (ILS) would be an asset.
- You have demonstrated attention to detail, customer-service focus and are able to work with patrons from diverse backgrounds.
- You have a demonstrated ability to work in a demanding, fast-paced environment. You have been recognized for your strong work ethic and your commitment to excellence.

Cultivating Diversity: The College values diversity in the workplace and strongly encourages applications from African Nova Scotians and other members of the visible minority community, Aboriginal peoples, persons with disabilities and women in non-traditional roles. Applicants from these designated groups wishing to self identify may do so in their cover letters or by completing the Cultivating Diversity questionnaire at the end of the online application form.

Application deadline is January 19, 2012 at 4 pm

NSCC offers a competitive compensation and comprehensive benefits package. As a learning-centred organization, we provide opportunities for every NSCC employee to be a life-long learner.

Candidates selected for interviews will be expected to provide recent, relevant references. The successful candidate will be expected to provide official transcripts to show proof of academic achievements.

To apply for College jobs, simply click on the **Apply Now Online** button. To serve you better, NSCC has implemented a new, user-friendly on-line application in partnership with Career Beacon. First time users will complete a basic registration and receive a username and password via email (NOTE: email may appear in "Junk Mail" folder depending upon your mail management configuration). You will then have the option of uploading your existing resume(s) and cover letter(s) in seconds or creating them on-the-spot in the "editor". For more information on the College, please visit our website at www.nsc.ca.