

**Operational Support
Library Technician
(Continuing, Full-time Position)**
(Commencing November 19, 2012)
Institute of Technology Campus, Halifax, NS
Competition No. 2012-243

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 transforming Nova Scotia one learner at a time.

NSCC is committed to its values of diversity and inclusion. We provide an environment that welcomes and embraces individuals from diverse communities. We take every opportunity to become more inclusive. We encourage applications from qualified candidates from all diverse communities including but not limited to women, aboriginal persons, racially visible persons, people with disabilities, women in non-traditional roles. Applicants from these communities wishing to self-identify may do so by completing an online questionnaire with your application.

OUR OPPORTUNITY:

Reporting to the Manager, Student Services and under the functional guidance of the Campus Librarian, you are accountable for the day to day operations of the Institute of Technology Campus Library. You will provide reference services to users in accessing information, services and resources in a variety of formats, provide library tours and orientations to groups or individuals and provide user education during all transactions. You will provide document delivery services, maintain a reserve system, participate in aspects of collection cataloging and maintenance, circulate library materials, register patrons in Novanet and provide basic support for troubleshooting software and equipment. You will maintain statistics, prepare orders and participate in the promotion of Library Services. You will also contribute to the development and growth of Library Services, Student Services and the College by participating in committees, working groups and other initiatives.

YOUR CREDENTIALS:

- You possess a diploma in Library and Information Technology.
- You have a minimum one year of relevant occupational experience, preferably in an academic library.
- You have strong demonstrated computer literacy including the complete suite of Microsoft applications.
- You have experience with integrated library systems (ILS), preferably Aleph.
- You have demonstrated a positive client service perspective, are collaborative and thrive in a demanding, fast-paced environment.
- As a creative self-starter, you have been recognized for your strong work ethic and your commitment to excellence.

Application deadline is October 25, 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.