nscc

Operational Support

Library Assistant (TS2)
(Term, Full-Time Position)
(Commencing approximately August 24, 2015 and ending approximately January 29, 2016)
Waterfront Campus – Dartmouth, NS
Competition No.2015-264

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 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 Waterfront Campus library. 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.

Your Credentials:
• You have a high school diploma or equivalent.
• You have a minimum of two years' experience in a library environment (preferably in an academic environment).
• 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.

Application deadline is midnight, August 13, 2015

Salary Range: $31,489 to $35,575 annually

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.

Finalist candidates 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.nscc.ca.