

MOUNT SAINT VINCENT UNIVERSITY

requires a

BACKUP EVENING & WEEKEND CIRCULATION SUPERVISOR

(Part-time, Permanent NSGEU Position)

Mount Saint Vincent University is committed to a model of creative teaching and research that nurtures socially responsible global citizens. It is our esteemed 143 year history and blend of passion and individuality that attracts outstanding faculty, staff and 4,000 students from across the world.

The Mount Library is a service-oriented research centre committed to providing the highest level of support for, and encouragement of, learning, teaching, research, the production of knowledge, and scholarly communication. The Library provides a full range of services to a community of 4,000 students and 500 employees, with a current staff of 5 professional librarians and 14 staff. The Library has a mission to serve both on-campus students and those studying from a distance, and is a member of the Novanet consortium of 12 post-secondary institutions in Nova Scotia. Please visit us at www.msvu.ca/library.

The Mount Library is seeking a reliable, flexible, knowledgeable, motivated, organized and mature person to work evening/weekends in a service, training and supervisory role. A flexible schedule is essential in this position and the schedule will vary on a two-week rotation. The position provides shift coverage for the two evening/weekend circulation supervisors during vacation and occasional time off. This position reports to the Systems Librarian and works closely with the Circulation Coordinator.

Schedule (will vary):

- **Sept.-June:** 20 hrs/week: **one** weekend shift and **two** weeknight shifts:
 - Sat., 9am-6pm **or** Sun. 12-9pm;
 - Mon./Tues./Wed. **and/or** Thurs., 5-11pm;
- **July-August:** 20 hrs/week; variable hours.

DUTIES: The primary responsibilities include providing evening and weekend circulation services to library users, carrying out all functions of the Novanet circulation module, processing circulation notices, handling financial transactions, care and control of library AV equipment, and supervising stack maintenance. In the absence of the two regular Evening & Weekend Circulation Supervisors, the incumbent supervises student assistants and advises them on an on-going basis, and is responsible for problem resolution or referral, Library opening and closing procedures, maintenance of Library security, and providing access to Library resources. The Backup Evening/Weekend Supervisor may be assigned other duties (assisting in preparing instructional material, organizing displays, etc.) as required. When not serving as Evening & Weekend Circulation Supervisor, duties may also include cataloguing; maintaining the Library's e-resources; and working with the Library's Coordinator of Resources & Acquisitions, Collections Librarian, and Systems Librarian to receive, catalogue and index e-resources in Novanet and the Link Resolver.

QUALIFICATIONS: This position requires the incumbent to have a Library technician diploma and at least eighteen (18) months previous work experience in a library, or an equivalent combination of education and experience. Supervisory and training experience is required. An undergraduate degree is considered an asset. Candidates must be able to exercise good judgement, organize work and work conscientiously without supervision. The incumbent must have excellent communication skills and adaptability to constant change in activity. Experience with an automated library system, Word and internet searching are required, as well as good keyboarding skills. Candidates must be proficient in the use of Microsoft Office Suite, and have experience using a business enterprise system such as Colleague, Banner, PeopleSoft, etc.

Classification: NSGEU – Level 6
Salary: \$37,093 per annum (prorated to reflect the terms of the contract)
Start Date: ASAP

To apply for this position, forward your resume and cover letter to Corinne Gilroy, Manager of Access Services, at Corinne.Gilroy@msvu.ca. This competition closes at 4:00 pm on November 25, 2016.

Mount Saint Vincent University is committed to the principles of employment equity and encourages applications from all qualified candidates including women, aboriginal persons, other racially visible persons, and persons with disabilities. All qualified candidates are encouraged to apply; however, priority will be given to Canadians and permanent residents.