

Atlantic School of Theology

Position: Circulation & Shelving Library Technician

Department: Library, Atlantic School of Theology, Halifax, Nova Scotia

Duration of Position: Term position starting March 1, 2017 and ending July 28th, 2017

Summary of Position: The Circulation & Shelving Library Technician is responsible for performing circulation desk procedures, such as checking in and checking out materials, registering patrons, and collecting fines. In addition to public service the position requires regular shelving of returned materials as well as regular shelf maintenance. Additional responsibilities and projects associated with the daily operations of the library are listed below in the position description.

Hours of Work: This is a full-time (40 hrs/wk.) term position

Hourly Rate: \$18.00 - \$19.71

Date of Closure: Complete applications received by November 4, 2016 are ensured consideration; applications can be considered until the position is filled.

Application Process: Please email resume, cover letter, and three references to rmartel@astheology.ns.ca

Position Description (includes but not limited to):

1. Access Services Responsibilities:

- a. Contributes an average of 25 hrs/wk. to the Circulation desk
- b. Answers basic reference questions and patron enquiries
- c. Loans out library materials and processes returns using *Aleph*
- d. Registers new patrons in *Aleph*

2. Collection Maintenance Responsibilities:

- a. Shelves library materials and maintains library materials in proper order
- b. Assists with book donation processing
- c. Assists with archives projects

3. Daily Operations Responsibilities:

- a. Assists in opening and closing of library
- b. Answers Circulation and Reference Desk phones
- c. Processes cash transactions

Position Qualifications:

1. Library Technician's Diploma or equivalent
2. Experience with an Integrated Library System such as *Aleph*
3. Experience searching online library catalogues and journal databases
4. Excellent organizational skills, attention to detail, and interpersonal skills