



LIBRARY ASSISTANT PL4 UNB LIBRARIES

Employment Opportunity #099-18.19

The University of New Brunswick Saint John is seeking applications for the position of Library Assistant PL4 with UNB Libraries. This is a 10-month renewable term full-time (36.25 hours per week) position with the CUPE employee group. The position is funded by the University Budget. The salary range for this position is \$18.21 - \$22.43 per hour.

This position is responsible for the operation of the Library Services Desk within the Hans W. Klohn Commons during evening and weekend hours and for ensuring that the Commons is maintained in good order during those times as well as supervising student assistants that work at the Library Services Desk during the evening and weekend hours. This position is an ongoing 10-month renewable term which means you will have a 10 week break in employment each year, term start and end dates vary each year.

Position summary:

- Responsible for the effective operation of the Library Services Desk during evening and weekend hours.
- Serve library users in person and by phone and email, primarily by answering general inquiries related to services and resources available in the Commons, and by signing out items to library users.
- Provide library users with basic research help and basic technology support when other staff are unavailable.
- Supervise and assess the quality of work performed by student assistants including circulation duties, re-shelving, shelf-reading, and other related tasks.
- Retrieve library items from closed-stack areas, such as Special Collections and storage.
- Ensure that library equipment is monitored and adequately maintained.
- Responsible for opening and closing the Library.
- Responsible for confidentiality of all records.
- Accountable for financial transactions including accepting payment for overdue fines.
- Responsible for Cash Deposit/Reconciliation upon closing.
- Issue Alumni, CURBA, and Community borrower cards when appropriate.
- Report problems to supervisors or to other units on campus as appropriate.
- Perform duties including scanning, document delivery, material processing (barcoding, labeling, etc) and keeping administrative records.
- Perform other duties as assigned.

Requirements/Skills:

- High School graduation and at least 2 years post-secondary education is required. A Library Technician Certificate is highly desirable. Will consider an equivalent combination of Education and experience.
- A minimum of 1 year relevant experience is required.
- Able to take sole responsibility for library operations. High attention to detail and the ability to work independently.
- Demonstrated ability to work effectively with the public.
- Supervision of students or other staff members.
- Excellent communication and problem solving skills. Ability to follow procedures, prioritize, and exercise good judgement in organizing work.
- Strong computer skills, including a familiarity with Windows and Mac operating systems, word processing and other applications.
- Will be required to perform physical activity, such as moving heavy book-trucks, bending and stretching while retrieving and shelving books and other materials.
- Must be able to adjust schedule for peak activity periods. Currently hours of operation can be found on the library website, though may be adjusted in response to student demand and operational requirements.

Closing date for applications, **September 24, 2018 4:30pm**. We thank all applicants for their interest but only those selected for an interview will be contacted.

The University of New Brunswick is committed to employment equity and fostering diversity within our community and developing an inclusive workplace that reflects the richness of the broader community that we serve. The University welcomes and encourages applications from all qualified individuals who will help us achieve our goals, including women, visible minorities, Aboriginal persons, persons with disabilities, persons of any sexual orientation, gender identity or gender expression. Preference will be given to Canadian citizens and permanent residents of Canada.

Posted 09/13/18