



LIBRARY ASSISTANT PL4 UNB LIBRARIES

Employment Opportunity #168-18.19

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

Under the direction of the Head Librarian on the Saint John Campus, the Library Assistant is responsible for planning, organizing, and promoting events, tours, workshops, and other outreach activities; managing the Saint John library's social media accounts and supporting UNB Libraries' wider communication efforts; serving library patrons at the Library Services Desk; providing support to undergraduate students in their use of library resources; and assisting with technical services operations, such as acquisitions, document delivery, and digitization.

Position summary:

- Work with colleagues to develop and implement plans for library outreach activities and events.
- Plan, organize, promote, and deliver library workshops on selected topics.
- Manage the Saint John library's social media accounts, and contribute to UNB Libraries' social media presence.
- Coordinate communication efforts with UNB Libraries Fredericton.
- Provide excellent service at the desk in person, by telephone, and by email to all students and other visitors.
- Accept payments for overdue fines, lost books, document deliveries, printing etc.
- Help to ensure confidentiality of borrower records.
- Provide support to undergraduate students in their use of library resources
- Assist with technical services operations, such as acquisitions (incl. receiving/invoicing new material), document delivery (incl. receiving and processing incoming material and preparing outgoing material for mail; scanning, and adding electronic files to requests), and digitization.
- Serve on campus and bi-campus committees and projects as assigned.
- Fulfill other duties and responsibilities as required.

Requirements/Skills:

- An undergraduate university degree or library technician diploma.
- Experience working in public service.
- Experience with event planning/programming and promotions.
- Experience working directly with university students would be an asset.
- Instruction experience would be an asset.
- Must be self-motivated, creative, driven, adaptable and flexible.
- Strong public services orientation and skills.
- Strong computer technology and communication skills, including social media skills.
- Standing, lifting, walking, bending is required.

Closing date for applications, **February 19, 2019, 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.