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**Atlantic School of Theology announces a vacancy for a
Library Technician (Acquisitions and Cataloguing)
(full-time, 3-year term position)**

*The Library Technician provides direct support to the operations of the Library of Atlantic School of Theology. This is a full-time, 3-year term position.
The full position description follows below.*

- Title:** Library Technician (Acquisitions and Cataloguing)
- Term:** Three years, with the possibility of renewal
Starting date is May 7, 2019 (date is negotiable)
- Location:** On the campus of Atlantic School of Theology in Halifax, NS
- Description:** Please see attached sheet
- Personal profile:** The successful applicant will be a self-starter; have a positive “customer service” orientation; take responsibility for initiating tasks and for responding to requests and assigned work; be confident and experienced in multiple aspects of the technical services work of an academic library. An appropriate degree or diploma is required. Previous experience in a university context is an asset.
- Hours of work:** 40 hours per week
- Rate of pay:** Salary commensurate with experience and qualifications;
15 days of vacation per annum plus university closures
- Reports to:** Academic Dean for annual performance review
Library Chair for day-to-day supervision

Pre-applications inquiries: May be directed to Ms. Emily Cooke, Library Chair
ecooke@astheology.ns.ca

To apply (email only): Forward a cover letter, your c.v., and contact
information for two or three references to

Dr. Rob Fennell
Academic Dean
academic@astheology.ns.ca

Application deadline: 12:00 noon on Wednesday, April 17, 2019

Interviews: Monday, April 29, 2019

We thank all who apply. Only those selected for an interview will be contacted.

About Atlantic School of Theology

AST, located in the south end of peninsular Halifax, NS, is an integrated ecumenical university established by the Province of Nova Scotia and specializing in theology and Christian ministry. It is accredited by the Maritime Provinces Higher Education Commission and by the Association of Theological Schools in the United States and Canada. It was founded in 1971 by three parties: the Divinity Faculty of the University of King's College (Anglican Church of Canada), Holy Heart Theological Seminary (The Roman Catholic Episcopal Corporation of Halifax), and Pine Hill Divinity Hall (United Church of Canada). AST is affiliated with Saint Mary's University in Halifax. AST offers the degrees of Master of Divinity and Master of Arts, as well as a Graduate Certificate in Theological Studies; a Diploma in Theological Studies (fully online); a Diploma in Youth Ministry; and a Diploma in the New Evangelization. AST is committed to equity in employment.

Atlantic School of Theology

JOB DESCRIPTION: Library Technician (Acquisitions and Cataloguing)

The Library Technician (Acquisitions and Cataloguing) provides direct support to the operations of the Library of Atlantic School of Theology (AST). In doing so the Library Technician provides a high level of initiative, problem solving, and integrity in all facets of the role.

AST's mission is to shape faithful and effective leaders, and understanding among communities of faith. Working closely with the other members of the Library staff team (two Library Technicians and two Professional Librarians, one of whom is also the Library Chair), the Library Technician strives to achieve goals and objectives in support of the academic operations at AST based upon the University's mission and strategic plan. Progress against these goals and objectives are used in the evaluation of both the position and the incumbent.

Responsibilities

General

- Complies with all Employer policies, procedures, rules and regulations, both written and oral, as announced by the Employer;
- Carries out all duties in a diligent, faithful, and honest manner;
- Research and prepare internal and external reports;
- Other duties as assigned.

Specific

- Receive approved orders for library resources from professional librarians and faculty
- Order approved library resources through commercial platforms (Coutts, Oasis, Gobi)
- Enter completed orders in Aleph Acquisitions module
- Monitor expenditures allotted to book funds and budget
- Receive and verify ordered materials
- Organize standing order files
- Track acquisitions statistics
- Perform original cataloguing as required
- Work closely with Cataloguing Assistant to conduct copy cataloging for purchased and donated materials

- Correspond with publishers and subscription agents (EBSCO, EBSCONET) regarding order and receipt of serials
- Claim missing issues
- Prepare and maintain serials list
- Provide regular circulation desk support (10 hours/week), including reference service
- Serve on Novanet Consortium Acquisitions Committee
- Plan and conduct special projects relating to cataloguing and serials in coordination with Collection Assessment and Development Librarian
- Share in basic computer maintenance and library related software troubleshooting

Desired skills and attributes

- Demonstrated ability to work both independently and in co-operation with other staff
- Strong organizational skills including oral and written communication
- Ability to apply Library of Congress classification schedules, AACR2 and MARC coding in an automated environment
- Confident working in a digital environment
- Willingness to acquire knowledge on an ongoing basis about advancing technology
- Understanding of, and ability to support, the roles of an academic library
- Familiarity with theological studies is considered an asset but not a requirement
- Self-starter and problem-solver who takes initiative
- Positive “customer service” orientation in serving Library patrons and working with colleagues

Minimum Qualifications

- Library Technician Diploma
- Experience in cataloguing, acquisitions, and serials in an automated library system (ILS) (preferably Aleph)
- Experience in computer applications including Microsoft Office Suite

*Approved April 2019
R. Fennell, Academic Dean*