



LIBRARY CLERK

Classification: Clerk 2

Full-Time Term Position: A.S.A.P. to March 31, 2020

Hours: Tuesday to Saturday (12:00 pm to 8:00 pm)

Norway House, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Aboriginal learners and mature students.

The Position: Reporting to the Norway House Community Librarian, the Library Clerk will provide clerical services to library users at the Norway House Public Library. The individual will circulate library materials, manage inter-library loans, run library programs/events, shelf-read, shelve and assist library patrons in locating library materials as well as assist students and staff. Other duties include helping to develop community literacy programs, internet researching, data entry, training casual staff, photocopying and storytelling. The successful candidate will also provide basic technical support to students using UCN equipment and computers. Other clerical tasks will be included in the daily work assignment. This position does require working evenings and weekend hours.

Qualifications:

- Grade 12 diploma preferred or appropriate combination of education and related experience may be considered
- Computer experience with MS Office – Excel, Word and Outlook
- Experience performing clerical tasks
- Effective organizational skills
- Effective communication skills
- Effective interpersonal skills
- Effective time management skills
- Good customer service skills
- Personal experience and/or knowledge and understanding of Aboriginal cultures

Assets:

- The ability to speak an Aboriginal language
- Experience working in a library
- Experience working with children and young adults

Conditions of Employment:

- Must be willing to work evenings and weekends
- Must be physically able to lift heavy boxes (i.e. books)
- Candidates must be legally entitled to work in Canada
- Criminal Records Check and Child Abuse Registry Check

Applicants must provide a cover letter, résumé and references with their application.

Applicants must demonstrate on their résumé how they meet the qualifications.

Representative Workforce (formerly employment equity) is a factor in the selection process. Preference will be given to Aboriginal candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Aboriginal people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Competition Number: 19-020
Closing Date: March 29, 2019
Salary Range: \$18.74 to \$21.21 hourly, plus remoteness allowance

Apply to: University College of the North, Attention: Human Resources
P.O. Box 3000
The Pas MB R9A 1M7
Fax: (204) 623-4414
Email: hinfo@ucn.ca (preferred format)

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba). Human Resources will work with applicants who require accommodation during the application or the interview process. For more information and other employment opportunities, visit www.ucn.ca.