



LIBRARY TECHNICIAN

Classification: Library Technician 1
Full-Time Regular Position
The Pas, 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 Indigenous learners and mature students.

The Position: Under the direction of a Librarian, the candidate will be responsible for cataloguing, downloading of records, copy cataloguing, and audiovisual cataloguing (DVDs). Other clerical tasks and library projects will be assigned as needed.

Qualifications:

- Completion of Library Technician Diploma
- Must have two years' experience in technical services (may consider less)
- Experience with cataloguing
- Experience with library systems
- Experience working with the public
- Effective communication skills
- Effective interpersonal skills
- Experience with MS office
- Personal experience and/or knowledge and understanding of the Indigenous cultures

Assets:

- The ability to speak an Indigenous language
- Experience in an academic library
- Experience with Silka Evergreen ILS
- Familiarity with RDA, LCC, LCSH, and working with union catalogues

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Must be willing to work evenings and weekends
- Must be physically capable of lifting upwards of 30lbs

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 Indigenous candidates. Applicants are invited to indicate in their covering letter or résumé if they are from any of the following groups: Indigenous 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: 19-018
Closing Date: April 5, 2019; however will remain open until filled
Salary Range: \$22.75 to \$25.94 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: hrinfo@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.