



LIBRARY TECHNICIAN

Classification: Library Technician 2
Full-Time Regular Position
Thompson, 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 Library Technician will assist patrons with research, develop and deliver workshops to instruct patrons in the use of Library resources, including OPAC and all electronic resources, and will provide tours of the Library. The candidate will be responsible for supervision of the Thompson Library circulation desk and Library Clerks. Other Technician duties and relevant administrative tasks and Library projects will be assigned as needed.

Qualifications:

- Completion of Library Technician Diploma
- Minimum of two years' experience in an academic library
- Experience and effective use of technology
- Supervision experience
- Exceptional customer service skills
- Library related computer skills
- Ability to work independently and as a team member
- Excellent computer skills demonstrating accurate data entry
- Effective communication and interpersonal skills
- Effective time management skills (setting priorities and critical thinking)
- Personal experience and/or knowledge and understanding of the Indigenous culture

Assets:

- The ability to speak an Indigenous language
- Experience with Evergreen or other LIS software
- Experience or knowledge developing and running program events

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Must be physically capable of carrying upwards of 40lbs

Applicants must provide a cover letter, résumé, references and copies of their transcripts 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: 19-017
Closing Date: May 15, 2019; however, will remain open until filled
Salary Range: \$25.62 to \$29.16 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.