



University of Northern British Columbia

Internal Posting #12-010CU

Library Assistant – Distance and Document Delivery (Term, Full-time to January 2013)

Duties:

Reporting to the Manager, Access and Information Services this position is primarily responsible for the provision of library services UNBC's regional and distance clientele.

Duties of this position include:

- Coordination and administration of requests
- Direct contact with students, staff and faculty to provide instructional and reference assistance and the interpretation of library policies and procedures
- Creating content for and maintaining Regional/Distance library webpages
- Regular, ongoing assistance and support with Interlibrary Loan (ILL)
- Regularly scheduled reference desk shifts
- Works collaboratively with team members of Access and Information Services
- Basic operational and technical support with library systems including hardware and software
- Maintaining internal records and compiling statistics
- Other duties may be required or assigned as library priorities and initiatives change.

Qualifications:

The successful candidate will possess a two-year Library Technician Diploma from a recognized program together with a minimum of two years of directly related experience in a post-secondary environment. An equivalent combination of experience and education will be considered. Knowledge and broad understanding of library issues, principles, practices, philosophy and procedures are essential. Proficiency with appropriate information seeking and searching skills with the catalogue, electronic resources, scholarly research indexes and the Internet is essential. Experience providing reference and instructional services along with a working knowledge and familiarity with ILL management systems and familiarity with ILL policies and procedures will be considered a strong asset. Proficiency with Microsoft Office Suite, student Banner, as well as interactive web based tools is required. Familiarity with library equipment, scanners, reader/printers is an asset. The successful candidate will be comfortable and flexible in an environment of ambiguity and will possess strong organizational skills and the ability to prioritize workflow to work within time constraints along with well-developed interpersonal skills and customer service values.

Normal hours of work will be 8:30 am – 4:30 pm Monday through Friday. Availability for some evening and/or weekend shifts may be required.

Salary:

This position has been classified at a Grade 6. The annual salary range for this position is \$43,576.11 - \$44,923.82 and the normal starting salary will be \$43,576.11.

This posting is for CUPE Local 3799 members only at this time.

Please forward your resume and proof of education quoting competition #12-010CU to:
Human Resources, University of Northern British Columbia
3333 University Way, Prince George, BC, V2N 4Z9.

Email submissions: HRecruit@unbc.ca

Inquiries: 250-960-5521

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of Northern British Columbia is committed to employment equity and encourages applications from women, aboriginal peoples, persons with disabilities and members of visible minorities.

Applications will be accepted before 4:30 pm on: Thursday, February 9, 2012.
