

## Library Assistant – Summer Student

Full time term (ASAP – August 30, 2024)

Brandon, MB

Competition# 148-23/24

Salary: \$17.00 per hour

***\*\*This position is open to ACC students only.\*\****

Assiniboine Community College has been providing exceptional learning experiences that have been transforming lives and strengthening Manitoba through applied education and research for more than 60 years.

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. We place a high priority on student success and are committed to building an environment that creates and supports a high level of student engagement.

### **Be Passionate.**

As the Library Assistant, you will become knowledgeable about the services and resources the Library provides and will be passionate about engaging with our learners. You will provide a valuable service by assisting staff and students to access the resources and services of the library.

### **Take Initiative.**

The Library Assistant is responsible for several Library functions which keep the Library organized while providing a friendly place for staff and students to learn. You will enjoy the many aspects of working in a library including shelving & organizing library books and other learning materials; signing out and returning materials; performing various functions using library software systems; answering basic reference inquiries; assisting students with computer problems such as logging in, printing and other network problems; and assisting with online resources.

### **Deliver Results.**

As a requirement, you will be registered as a student with Assiniboine for the 2024-2025 academic year and have strong communication, customer service, organizational, problem solving, and attention to detail skills. Strong knowledge of computer applications is a must. Academic library experience would be an asset.

This position is funded through the Canada Summer Jobs grant, which requires candidates to be:

- Between the ages of 15-30 years of age (inclusive) at the start of employment
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee protection Act [S.C. 2001, c. 27]; and
- Is legally entitled to work according to the relevant provincial/territorial legislation and regulations.

*This competition will remain open until the positions are filled.*

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*Assiniboine Community College is committed to ensuring that its policies, practices, and systems are free of barriers, emphasize the value of diversity, and promote full participation to ensure dignity, respect, and equal access for all employees. A request for an accommodation or to request this document in an alternative format, can be made at any point during the recruitment process by contacting 204.725.8729 or [careers@assiniboine.net](mailto:careers@assiniboine.net).*

*Assiniboine welcomes applications from all qualified candidates who are legally entitled to work in Canada, including Indigenous peoples, persons of all abilities, members of visible minorities, all genders and sexual orientations, and all other groups protected by the Human Rights Code.*

*Assiniboine's campuses are located on the traditional territories of Treaty No. 1 and Treaty No. 2, and the shared traditional lands of Cree, Oji-Cree, Dakota, Dene and Anishinabek/Ojibwe peoples, and the homeland of the Red River Métis Nation.*

*If you are interested in this career opportunity, please email your resume and cover letter with reference to Competition #148-23/24 to [careers@assiniboine.net](mailto:careers@assiniboine.net).*

*We thank you for your interest. Only those selected for further consideration will be contacted.*

*Please contact [careers@assiniboine.net](mailto:careers@assiniboine.net) to request this document in an alternative format if necessary.*