

» *People make it happen.*

## Library Assistant

Library

Part-time Term – Student Position

Sept 25, 2017 to May 5, 2018

Competition# 25-17/18

Salary: \$15.00 per hour

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

Assiniboine Community College strives to create Exceptional Learning Experiences for our students. The college places a high priority on student success and is 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 the library provides and will be passionate about engaging with our clients. You will provide a valuable service by assisting staff and students to access the resources in the library.

### **Take Initiative.**

You will be responsible for a number of library functions that keep the library organized while providing a friendly place for staff and students to visit. You will enjoy the many aspects of working in a library including: shelving & organizing library books and other materials; signing out and returning materials; performing various functions using the library computer system, answering basic reference inquiries; assisting students with computer problems such as logging in, printer and other network problems; and assisting with library's online resources.

### **Deliver Results.**

You will be registered with ACC for the 2017-2018 academic year and have strong communication, customer service, organizational, problem solving and attention to detail skills. Strong knowledge of computer applications is a must. Library experience would be an asset. Must be flexible with schedule; must be able to work evenings and weekends, lunch hour coverage is preferred.

This competition will remain open until filled.

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

If you are interested in this career opportunity, please forward your resume and cover letter to:

**Assiniboine Community College**

c/o Human Resources

1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9

Fax 204.725.8736 or email [humanresources@assiniboine.net](mailto:humanresources@assiniboine.net)

We thank you for your interest. Those selected for further consideration will be contacted.



**ASSINIBOINE**  
COMMUNITY COLLEGE