

Library Assistant

Library

Victoria Avenue East Campus, Brandon MB

Part-time Term – Student Position (August 29, 2022 to April 28, 2023)

Competition# 17-22/23

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, be passionate about engaging with our clients, and provide a valuable service by assisting staff and students to access library services and resources.

Take Initiative.

The Library Assistant is responsible for a number of library functions which 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 online resources.

Deliver Results.

In order to deliver results, you will be registered with Assiniboine for the 2022-23 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, working shifts in evenings, weekends, and lunch hour.

This competition will remain open until filled.

Assiniboine Community College is committed to reconciliation and ensuring that its policies, practices, and systems are free of barriers. Assiniboine values diversity and promote full participation to ensure dignity, respect, and equal access for all employees.

*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.*

If you are interested in this career opportunity, please forward your resume and cover letter to the address/email/fax information found at the bottom of this page. Requests for accommodations can be made at any point during the recruitment process through the same contacts.

*Assiniboine Community College
c/o Human Resources
1430 Victoria Avenue East, Brandon, Manitoba R7A 2A9
Fax 204.725.8736 or email humanresources@assiniboine.net*

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