



**Assiniboine  
College**

**PEOPLE MAKE IT HAPPEN.**

## Library Assistant

Casual (August 25, 2025, to May 1, 2026)

Location: Brandon

Comp #11-25/26

Salary: \$17.00 hourly

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

For over 60 years, Assiniboine College has been providing exceptional learning experiences, while transforming lives and strengthening Manitoba through applied education and research. Our future success rests on our ability to develop a sustainable thriving workforce that is unified in moving forward for the benefit of the college and Manitoba. Our culture is built on our principles for continued success: creativity, collaboration, and courage.

### Position Overview:

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.

### Key Responsibilities:

- ▶ Will become knowledgeable about the services and resources the library provides
- ▶ Passionate about engaging with our learners.
- ▶ Provide a valuable service by assisting staff and students to access the resources and services of the library.
- ▶ 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.
- ▶ Assisting with online resources.

### Qualifications:

- ▶ Registered as a student with Assiniboine for the 2025-2026 academic year
- ▶ 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.

### Commitment to Diversity:

Assiniboine College is committed to creating a barrier-free environment that emphasizes the value of diversity and promotes full participation. We welcome 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.

*This competition will remain open until the position is filled.*

*Discover full details about the position please see the attached job description.*



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How to Apply:

*If you are interested in this career opportunity, please email your resume and cover letter with reference to this competition to [careers@assiniboine.net](mailto:careers@assiniboine.net). We thank all applicants for their interest; only those selected for further consideration will be contacted.*

*For accommodations or alternative formats, contact [careers@assiniboine.net](mailto:careers@assiniboine.net) or 204 725 8729.*

Assiniboine College is privileged to provide learning opportunities on the lands of the Dakota Oyate, Nakoda Oyate, Ininiwak, Nehethowak, Nehiyawak, Anishininewuk, Denesuline, Anishinaabeg, and the National Homeland of the Red River Métis.