

Booth University College

LIBRARY ASSISTANT – JOHN FAIRBANK MEMORIAL LIBRARY (2024-2025 ACADEMIC YEAR)

Booth University College has an opportunity for a Library Assistant. Under the direction of the Director of Library Services, the successful applicant will perform a variety of library and clerical duties and has a positive and responsible public face for the university college library.

Key responsibilities:

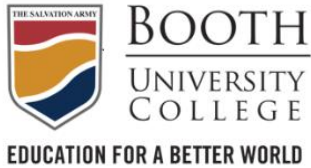
- Shelf maintenance (includes some heavy lifting)
- Circulation desk (includes responsibility for the library when staff are not present)
- Reference (includes assisting with catalogue, databases, internet, copier, etc.)
- Clerical work
- Researching and creating book displays
- Basic library cleaning

QUALIFICATIONS:

- Be a Post secondary student in good academic standing
- Have and maintain a GPA of 3.0 or better with the ability to provide good research assistance to library users
- Able to communicate clearly and use tact and a pleasant manner when dealing with library users; public service experience an asset
- Able to be responsible for the library and feel comfortable enforcing policies
- Able to be discerning and hold sustained attention to detail
- Able to type accurately and understand/follow difficult instructions
- Knowledge of Library of Congress call number order is helpful
- Be able to integrate Christian faith within the workplace

This is a part-time term position with 8-16 hours per week while classes are taking place and with a possibility for renewal pending library need. The anticipated term dates are February 2, 2025 until April 18, 2025.

In addition to the compensation package, Booth University College offers a stimulating university college environment, a mission-driven purpose and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission: **Education for a Better World.**



Application Instructions

If you are interested in applying for this position, please submit the following items in confidence to Human Resources; Booth University College by email to BoothUC.Careers@boothuc.ca

1. Resume
2. Cover Letter
3. Student Employment Application (accessible at <https://boothuc.ca/student-life/student-support/student-employment/>)

Application Deadline: Applications will be received until January 10, 2025 , but we encourage you to apply promptly if you are interested in working in our library.

Questions regarding this position may be directed to the Director of Library Services, Meagan Morash: Meagan.Morash@boothuc.ca

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.