

LIBRARY ASSISTANT – JOHN FAIRBANK MEMORIAL LIBRARY (2019-2020 ACADEMIC YEAR)
BOOTH UNIVERSITY COLLEGE

DUTIES

- 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 Booth University College student in good 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

How to apply?

If you are interested in applying for this position, please submit the following items to boothuc_careers@boothuc.ca

1. Resume
2. Cover Letter
3. Student Employment Application

Application Deadline: We still require two Library Assistants to start September 2019. Applications will be received until positions are filled, but we encourage you to apply promptly if you are interested in working part-time in our library.