



Library Technician II

Location: Seal Cove Campus

Job Opening ID: 9494

Temporary, Full-Time

Commencing: August 20, 2018 to June 21, 2019

Deadline to Apply: July 20, 2018

PUBLIC POSTING

DUTIES: This position will perform technical library and administrative work related to the daily operation of College of the North Atlantic's Seal Cove Campus Library Learning Commons. This position will oversee the daily operation of the library learning commons by assisting students with various library services including locating print and electronic resources, operating computers, performing circulation and cataloguing duties, maintaining records of periodicals and newspapers, providing reference and research support, compiling various reports and statistics, assisting with library learning commons orientation and performing other general office duties. This position is required to use SIRSI online library system and other online sources. Other related duties may be assigned as it relates to the efficient operation of the library learning commons.

QUALIFICATIONS: Candidates must have a strong knowledge of library operations. Strong computer skills are required while demonstrating familiarity with SIRSI is preferred. Candidates must also have strong organizational, communication (oral and written), problem solving and interpersonal skills while demonstrating a client-service focus and the ability to multi-task in order to meet the demands of the library. The ability to work independently under minimal supervision is also a requirement of this position. These skills would normally be acquired through the successful completion of a post-secondary program in library studies (or related) combined with recent experience working in a library setting. An equivalent combination of education and experience may be considered.

SALARY INFORMATION (Support Staff): CG-24 - \$37,692.20 - \$41,514.20 per annum

College of the North Atlantic is an Equal Opportunity Employer.

The successful candidate will be required to provide a recent Certificate of Conduct.

Please apply online complete with resume at www.cna.nl.ca. Names of three professional references will be required as part of the interview process.

Candidates must clearly demonstrate in their resume that they meet all of the required qualifications. Failure to do so may result in a candidate being screened out of the competition.

For questions regarding this job opening, please contact Sergio DeLeon, Human Resources Consultant at sergio.deleon@cna.nl.ca or by phone at (709) 758-7229.