



Library Technician I

Location: Gander Campus

Job Opening ID: 11313

Temporary, Full-Time

Commencing: As soon as possible until December 18, 2020

Deadline to Apply: March 03, 2020

PUBLIC POSTING

DUTIES: Assists in the operation and organization of a College Library Resource Center; provides circulation and basic reference services to students and staff; maintains records and statistics; administers the overdue program, performs other related work as required.

QUALIFICATIONS: Candidates must possess knowledge of an automated library system, library resources and procedures appropriate to a post-secondary education library and knowledge of computer applications; must demonstrate strong ability to work well with students and staff; strong organizational, analytical and communication skills; the ability to work independently and in a team environment. Required knowledge and skills would normally have been acquired through a Diploma/Certificate in Library Studies and library experience.

Salary Information (Support Staff): CG-E24 - \$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 on-line 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 Sheila Lane Human Resources Consultant at sheila.lane@cna.nl.ca or by phone at (709) 738-4329.