

Library Technician (Term)

Library Services

Applicants are to clearly demonstrate how they satisfy the selection criteria in their written submissions and must identify the competition number they are applying for in the subject line of the email.

An eligibility list may be created for similar casual, part-time, full-time, and term positions

DUTIES

Reporting to the Coordinator, Exchange District Campus Library, the incumbent delivers instruction and reference services to College students and instructors using a variety of mediums. The incumbent is responsible for developing, updating, and delivering training and library instruction sessions to students and instructors. The incumbent is responsible for the creation of learning materials, including handouts, finding aids and online subject guides. Other duties include circulation of library materials, basic troubleshooting of equipment (printers, computers), preparing displays, processing reserve items, conducting library tours, selecting library materials for purchase.

REQUIRED QUALIFICATIONS

- Library and Information Technician Diploma. An equivalent combination of relevant education and related experience may be considered
- Experience working directly with library clientele in a public service or client service setting
- Demonstrated ability to work well both within a team and independently
- Demonstrated communication and interpersonal skills
- Experience working with library systems, preferably Alma
- Demonstrated proficiency at providing reference services in a variety of mediums, including using virtual reference or 'chat' platforms, such as LibChat
- Experience searching library databases, catalogues and other online resources
- Strong working knowledge of Microsoft Office Suite
- Values Diversity, Equity, and Inclusion
- Commitment to lifelong learning

ASSETS

- Experience working in an academic library setting
- Experience creating online documents and subject guides, preferably using Springshare LibGuides
- Public speaking or presentation experience

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends

COMPETITION NUMBER

2019-238

CLOSING DATE

October 18, 2019

SALARY

\$46,942 - \$64,210 per annum

POSITION LOCATION

Exchange District Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available

Anticipated up to October 30, 2020

Possibility of an Extension

APPLY BY EMAIL TO

humanresources@rrc.ca

Red River College is a leader in applied learning and innovation. Our talented team of employees is passionate about education, innovation, and student success. We offer competitive salaries, extensive benefits, and the opportunity for personal and professional growth in a rewarding career.

We seek diversity in our workplace, Aboriginal persons, women, visible minorities, and individuals with disabilities are encouraged to apply.



We thank all applicants for their interest, but only those selected for an interview will be contacted. Red River College provides accommodations to applicants with disabilities throughout the hiring process. If an applicant requires accommodation during the application or interview process, Human Resource Services will work with the applicant to meet accommodation needs.

For more information and other employment opportunities, visit rrc.ca/hr

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