

Atlantic School of Theology

Position: AST Student Library Assistant

Department: Library, Atlantic School of Theology, Halifax, Nova Scotia

Duration of Position: September 8 – Dec 18, 2026

Summary of Position: The Student Library Assistant loans and returns library materials, assists patrons in locating and accessing print and electronic resources, and responds to and redirects phone and email inquiries. During the Fall term, the Student Library Assistant will participate in various projects as assigned.

Hours of Work: 10 hours per week, including evening and occasional weekend work

Hourly Rate: \$16.75 per hour

Position Description (includes but is not limited to):

Circulation Services:

1. Work on the Circulation desk
2. Answer basic reference questions and patron inquiries
3. Loan library materials and process returns using the *Alma* Library Management System
4. Register new patrons in *Alma*

Daily Operations:

1. Assist in the opening or closing of the library
2. Answer the Circulation Desk phone
3. Shelve library items
4. Shelf-read collection materials
5. Process cash transactions

Position Qualifications:

1. Must be a current AST student
2. Experience working in a customer service position
3. Experience working in a library
4. Experience searching online library catalogues and journal databases
5. Excellent organizational skills, attention to detail, and interpersonal skills
6. Eligible to work in Canada

Send a cover letter and resume to Robert Martel (robert.martel@astheology.ns.ca) before 12:00 pm, September 11, 2026. Interviewing will take place the week of September 14.

EDIA Statement

As a public university profoundly committed to deeply valuing each human life and the good of the world, Atlantic School of Theology is committed to Equity, Diversity, Inclusion and Accessibility. We welcome and encourage applications from groups historically marginalized in academic and ecclesial spaces, including Indigenous, Black, racialized, 2SLGBTQIA+, and disability communities.

AST is committed to a barrier-free hiring process. Accommodation is available throughout the application and interview stages.