

Atlantic School of Theology

Position: Library Assistant

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

Duration of Position: May 4-July 24, 2026

Summary of Position: The 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 work term, the Library Assistant will participate in various projects, including organizing archival items, and shelf-reading. Note: During the first week of the position (May 4-9), the Library Assistant will support the Registrar's Office in records management, and convocation preparation. During the second week of the position (May 11-15), the Library Assistant will support the Continuing Education Coordinator in records management, and in the setting up and on-site management of symposia events.

Hours of Work: 35 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 an average of 12 hrs./wk. on the Circulation desk
2. Answer basic reference questions and patron enquiries
3. Loan library materials and process returns using the *Alma* Library Management System
4. Register new patrons in *Alma*

Projects:

1. Assist in both Registrar's Office and Continuing Education records management
2. Shelf-read collection materials
3. Record, organize, and file archive materials

Daily Operations:

1. Assist in the opening and closing of the library
2. Answer the Circulation Desk phone
3. Shelve library items
4. Process cash transactions

Position Qualifications:

1. **Entering or continuing full-time post-secondary studies after the work term**
2. **A permanent resident of the province or has lived in Nova Scotia for at least six months before the work term**
3. Experience working in a customer service position
4. Experience working in a library
5. Experience searching online library catalogues and journal databases
6. Excellent organizational skills, attention to detail, and interpersonal skills

Send a cover letter and resume to Robert Martel (robert.martel@astheology.ns.ca) before 12:00 pm, April 14. **You must state in your cover letter whether you meet position qualifications #1 and #2.**

Interviewing will take place April 16.

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.