

Atlantic School of Theology

Position: Library Assistant

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

Duration of Position: June 5-July 28, 2023

Summary of Position: The Library Assistant checks library materials in and out; helps patrons find and access print and electronic resources; and answers and redirects telephone calls. The Assistant will complete a variety of projects during the contract, including deleting library records and updating collection inventory lists.

Hours of Work: 35 hours per week

Hourly Rate: \$14.50 per hour

Position Description (includes but not limited to):

Circulation Services:

1. Works an average of 12 hrs./wk. on the Circulation desk
2. Answers basic reference questions and patron enquiries
3. Loans out library materials and processes returns using *Alma* our Library Management System
4. Registers new patrons in *Alma*

Projects:

1. Assist in inventory, shifting, and deaccession projects
 - i. Shelf-reading the library collection
 - ii. Move and transfer library materials
 - iii. Dispose of library materials
2. Updating item records and patron accounts in *Alma*

Daily Operations:

1. Assists in opening and closing of library
2. Answers Circulation Desk phone
3. Shelve books and other library items
4. Processes cash transactions

Position Qualifications:

1. Enrolled in or accepted into post-secondary studies full-time for the next academic year
2. A resident of Nova Scotia for at least six months
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 cover letter and resume to Jennifer Devlin (jennifer.devlin@astheology.ns.ca) before 12:00 pm, April 28. Please state in cover letter whether you meet position qualifications #1 and #2.