



UNIVERSITY OF ST. MICHAEL'S COLLEGE JOB OPPORTUNITY

Position Title:	Library Technician
Department:	Access and Information Services Department, John M. Kelly Library, University of St. Michael's College
Compensation:	\$1,073.27 per 35 hour week See USMC/Steelworkers Agreement for benefits information: https://stmikes.utoronto.ca/wp-content/uploads/2015/09/Final-USW-Collective-Agreement-Sept-2016-v3.pdf .
Hours:	35 hour work week (Evening and Weekend) Sunday - Thursday 4:00 p.m. – 12:00 a.m. (Sept. – Apr.) Monday – Friday 12 p.m. – 8 p.m. (May – Aug.) Note: Summer hours in 2017 are 9:00 to 5:00 p.m.
Terms:	This is a full-time position in the United Steelworkers Local 1998.
Posting Date:	June 6, 2017
Closing Date:	June 30, 2017
Website:	http://stmikes.utoronto.ca/kelly/default.asp
Apply to:	hr.stmikes@utoronto.ca Attention: Human Resources Officer <i>(please include position title in subject line of email when submitting resume and cover letter)</i> Applications should address the selection criteria with a letter of interest and curriculum vitae that includes the names and contact information for three references. Please submit these items as a single PDF with a file name that begins with applicant's last name. Closing date is midnight on Friday, June 20, 2017.

POSITION DESCRIPTION

The Public Services Library Technician is one of several people who provide regular service to faculty, students, and other library patrons at the Access and Information Services Desk. S/he is also responsible for Document Delivery Pickup Services, providing services to patrons at the desk, and other assigned duties.

BACKGROUND

The Kelly Library is the largest federated college library at the University of Toronto. It is also one of more than 40 libraries at the university. The Collection is strong in the humanities, including Catholic theology, the Middle Ages, book history and media, Celtic Studies, and English, French, Italian, Slavic and German literature.

The Kelly Library Archival Collections house the University of St. Michael's College's specialized collections. The archival holdings focus on the areas of Catholicism, Christianity, Christian spirituality, and Literature & Language. Highlights include the archives of spiritual writer Henri Nouwen (The Henri J.M. Nouwen Archives and Research Collection), material related to Jean Vanier (1928-) and L'Arche including, the L'Arche Daybreak fonds, the Faith and Light fonds and more than 2000 tapes of talks given by Vanier and others in the L'Arche movement (L'Arche International/L'Arche Internationale fonds). Other significant collections include the fonds of Canadian writer Sheila Watson (1909-1998), the papers of Irish politician Patrick O'Neill (1875-1938), microfilm copies and originals of the papers of G.K. Chesterton, a 19th Century theatre collection with significant material by and about André Antoine, and the Zola Research Program fonds, including more than 5000 photocopies of letters to and from Émile Zola. These collections actively support the teaching, learning and research needs of USMC students and faculty from all disciplines, and the wider scholarly community. The holdings of the Archival Collections are complemented and supplemented by rare books housed in the Kelly Library Rare Book Collection, including first editions of G.K. Chesterton, John Henry Newman and the personal library of Sheila Watson and her husband and poet Wilfred Watson.

PRIMARY PURPOSE OF POSITION

The Library Technician provides and supports the services and programs offered by Access and Information Services in the John M. Kelly Library. The incumbent will work with other staff members to ensure daily duties and projects are delivered in a timely manner. They should also be flexible with their work hours throughout the year.

Duties and responsibilities:

- Circulation and Reference
 - Opens or closes the library
 - Provides circulation service to library patrons, including loans, fines, overdues, and holds while enforcing library policies
 - Helps patrons to find materials at the service desk as well as other faculty services
 - Provides basic reference to all patrons
 - Provides assistance to users of computers, printers, photocopiers, and microform readers
 - Monitors floors, shelves, lifts books, and library materials
 - Other duties as assigned

- Kelly Inter Library Loan and an Intercampus Document Delivery Pickup Services
 - Provides document delivery services to library patrons
 - Manages shipping and receiving of library materials
 - Provides backup for the InfoExpress Service

- Public programming
 - Provides support with library-related academic events
 - Helps with event planning with external USMC departments
 - Provides support in assessing the needs of patrons (e.g. surveys, focus groups, and etc.)
 - Develops displays with academic themes in consultation with the Head of Public Services and other library departments

Qualifications/Selection Criteria:

- Library and Information Technician diploma
- Bachelor's degree in a humanities discipline (preferred)
- At least one year experience full-time library experience in a public services' circulation position
- People oriented; enjoy working directly with customers and the general public
- Knowledge of various electronic library databases and reference tools
- Comfortable with learning and using new technologies and applications.
- Knowledge of copyright laws and practices
- Knowledge of Microsoft Excel, Microsoft Word and Multimedia platforms
- Ability to communicate effectively in English in person, on the telephone, and in writing
- Ability to deal effectively and tactfully with other employees and library patrons
- Demonstrated ability to perform detailed work
- Demonstrated ability to establish priorities and to complete work assignments independently
- Strong problem-solving and analytical skills
- Ability to carry 10 kg of books
- Ability to push book trucks, shelve books, lift heavy boxes, and move material
- Must be flexible with work hours and can cover day (8:00 a.m. to 4:00 p.m.) and evening shifts (1:00 p.m. to 9:00 p.m.) throughout the year

We thank all applicants for their interest. Only those considered for an interview will be contacted.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. The University of St. Michael's College is committed to equity in employment and diversity. If you require accessibility accommodation, please contact the Human Resources Officer at 416-926-7118 or hr.stmikes@utoronto.ca.