

Reference Technician (Term)

Library and Academic 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 Manager, Information and Program Delivery, the Reference Technician will create a welcoming environment within the College and provide information and instruction to students and staff in the location and use of Library and Academic Services (LAS) resources in all formats. Duties include but are not limited to: working at a service desk and providing circulation and reference services, and directional assistance; conducting one-on-one research tutorials and library instruction sessions for students and staff to educate and ensure they have the skills necessary to find and use library resources independently; perform collection duties including selecting and weeding to ensure the collection is up-to-date. The Reference Technician will also participate in a diverse range of projects, committees, and working groups within LAS and/or the College as approved or assigned by the Manager, Information and Program Delivery or Library Director to ensure the growth of the department.

REQUIRED QUALIFICATIONS

- A two-year Library and Information Technology Diploma or a combination of equivalent education and experience in domain of Library and Information Management
- Awareness of Red River College's mandate, objectives, programs, services, roles, and organization structures to appreciate functions and interdependencies
- In-depth knowledge of Library and Academic Services strategic plan, objectives, programs, services, and roles
- Knowledge and awareness of current trends in academic libraries and post-secondary education
- Knowledge and awareness of practices, procedures, and processes related to Inter-library Loans
- Knowledge and awareness of practices, procedures, and processes related to subject guides
- Effective communication skills to provide information and instruction to students, faculty, and co-workers in one-on-one and group settings
- The ability to multi-task and manage demands for time and attention from multiple sources while working at a service desk
- The ability to manage time and prioritize goals while working on multiple projects with differing deadlines in addition to ongoing duties
- The ability to work effectively and independently, with limited supervision, and as part of a team
- Expertise in searching library databases, catalogues, and other online resources
- Expertise in the use of library software including library systems, virtual reference platforms, and collection development software
- Proficiency in the use of computer software including word-processing software, spreadsheet software, and presentation software with the ability to quickly learn new software platforms as needed
- Experience building a respectful workplace culture that promotes diversity, learning and continuous improvement

ASSETS

- Additional Post-Secondary Education
- Familiarity with learning management systems

CONDITIONS OF EMPLOYMENT

- Applicants must be legally entitled to work in Canada
- This position may be required to work evenings and/or weekends
- This position may be required to work overtime
- This position may be required to travel
- This position may be required to work throughout the academic year including the summer months

RRC Polytech campuses are located on original lands of Anishinaabe, Cree, Oji-Cree, Dakota, and Dene peoples, and on the homeland of the Métis Nation.

COMPETITION NUMBER

2022-149

CLOSING DATE

October 3, 2022

SALARY

\$47,774 - \$65,326 per annum

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)

POSITION TYPE

Full-Time, Term Position Available to March 31, 2023

Full-time, Term Position Available to October 27, 2023

APPLY ONLINE AT

rrc.ca/careers

RRC Polytech 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.

At RRC Polytech we are committed to fostering an inclusive environment, where all employees and students feel valued, respected and supported. We aspire to have a workforce that is representative of the diversity within our communities, and welcome applications from women, Indigenous persons, racialized persons, persons with disabilities, persons of all sexual and gender identities and others who may contribute to the further diversification of ideas. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

If you require this information in an alternate format, please contact humanresources@rrc.ca.



RRC Polytech is committed to providing accessible employment, and ensuring that our recruitment, assessment and selection process is barrier free. If a candidate requires accommodation during the hiring process, Human Resources Services will work with the individual to meet their needs. We thank all applicants for their interest, but only those selected for an interview will be contacted. For more information and other employment opportunities, visit rrc.ca/hr