

Library Assistant (Casual)

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

Under the direction of the Manager, Information and Program Delivery the Library Assistant is responsible for providing on-demand reference and information assistance to students, faculty, staff and the public at the Exchange District Campus and/or the Notre Dame Campus on a part-time basis. The incumbent provides reference and information services using a variety of mediums, including email, telephone, virtual chat, and in-person at the service desk. The incumbent may be responsible for opening/closing the Library. The incumbent is responsible for circulation duties, including circulating materials, booking and loaning equipment, processing items, shelving, and shelf-reading. The incumbent is responsible for ensuring all Library spaces are clean and neat. Light project work may also be assigned at the Manager's direction.

REQUIRED QUALIFICATIONS

- Successful completion of the Library and Information Technology Diploma or a combination of equivalent education and experience in the domain of Library and Information Management
- The ability to multi-task and manage demands for time and attention from multiple sources
- 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 and virtual reference platforms
- 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
- The ability to provide basic trouble shooting of computers, software, and other equipment such as printers, photocopiers, and scanners
- 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

RRC Polytech campuses are located on the original lands of Anishinaabe, Ininiwak, Anishininwak, Dakota, and Dene peoples, and on the homeland of the Red River Métis Nation.

COMPETITION NUMBER

2023-023

CLOSING DATE

Until Filled

SALARY

\$20.86 - \$28.55 hourly

POSITION LOCATION

Notre Dame Campus
(Winnipeg, MB)
Exchange District Campus
(Winnipeg, MB)

POSITION TYPE

3 Casual Positions Available
Anticipated Start March 1, 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