

## LIBRARY TECHNICIAN Academic Quality and Excellence

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degrees, diplomas, and certificate programs. We commit to offering a safe, welcoming, and inclusive work environment where innovation and creativity is welcomed. We are one of Manitoba's Top Employers and offer a generous Total Compensation Package with health benefits, a great pension plan along with the opportunity for personal and professional growth including tuition waivers.

### DUTIES

Reporting to the Archivist, the Library Technician supports the daily operations of the library by performing a wide range of paraprofessional duties including maintaining and developing the library's collection through cataloging, processing, and collection development. The Library Technician will also perform routine circulation duties such as inter-library loans, student and staff id cards, booking study rooms, customer service to patrons and promotion of library services. The successful incumbent will have a sound knowledge of all library procedures to ensure the smooth daily operations of the library.

### REQUIRED QUALIFICATIONS

- Library Technician Diploma; an equivalent combination of education and experience may be considered
- Experience with library computer systems, user interfaces and databases
- Experience delivering excellent Customer Service
- Familiarity with the Library of Congress and Dewey Decimal classification systems; along with MARC and RDA
- Excellent computer skills with proficiency in MS Office 365
- Strong communication and interpersonal skills
- Effective time management skills
- High level of accuracy and attention to detail
- Ability to work independently and as a team member
- Ability to understand and deal with issues specific to Indigenous learners and mature students in northern Manitoba
- Commitment to life-long learning

### ASSETS

- Experience with SITKA as a library system
- Experience creating/maintaining LibGuides
- Ability to speak an Indigenous language

### CONDITIONS OF EMPLOYMENT

- Candidates must be a Canadian Citizen or Permanent Resident of Canada
- Must be physically capable of performing library duties, including lifting, shelving, and prolonged standing
- Must be willing to work occasional evenings and weekends as required

*Applicants are asked to provide a cover letter and resume with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications. Applicants with education acquired outside of Canada are required to provide an Educational Credential Assessment with their application indicating Canadian credential equivalency, accepted Education Credential Assessment organizations include International Qualifications Assessment Service (IQAS) and World Education Services (WES.)*

*UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities and visible minorities. Only qualified candidates who are legally entitled to work in Canada will be given consideration. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.*

*Please indicate in your subject line the competition number for which you are applying.*

*We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).*

*For more information and other employment opportunities, visit [www.ucn.ca](http://www.ucn.ca)*

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, in particular the Cree, Dene, Red River Métis, and Oji-Cree. Indigenous peoples have continuously maintained homelands in northern Manitoba since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown (within our region these include signatories to treaties 4, 5 -- and the treaty 5 adhesion, and treaty 6 - located within the treaty 5 adhesion). The territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation, and learning.

**COMPETITION TYPE**  
*Open Competition to the Public*

**COMPETITION NUMBER**  
*26-037*

**CLOSING DATE**  
*April 30, 2026 however will remain open until filled*

**SALARY RANGE**  
*\$48,909 to \$57,155 per annum plus, remoteness allowance if applicable*

**POSITION CLASSIFICATION**  
*Library Technician 1*

**POSITION LOCATION**  
*The Pas, Manitoba*

**POSITION TYPE**  
*Full-Time, Regular Position*

**APPLY TO**  
*Email: [hinfo@ucn.ca](mailto:hinfo@ucn.ca) (PDF preferred format)  
University College of the North,  
Attention: Human Resources  
P.O. Box 3000 R9A 1M7  
Fax: (204) 623-4414*