



University College  
of the North

## LIBRARY DIGITIZATION CLERK

Classification: Clerk 2

Full-Time Term Position (October 4, 2021 to February 7, 2022)

Thompson, Manitoba

University College of the North (UCN) is committed to building a workforce that is representative of the populations we serve. Applications are invited from individuals who have a demonstrated interest and ability to work with Indigenous learners and mature students.

**The Position:** UCN is looking for a Library Clerk to work at Thompson Campus library. The individual will digitize audio-visual materials (mostly VHS tapes and audio cassettes) and host them on our library streaming platforms; the project is a joint venture between Library and Archives Canada (LAC), UCN and Keewatin Tribal Council (KTC). Successful candidate will be conducting the digitization of the materials.

### Qualifications:

- High school diploma or equivalent
- Effective communication skills
- Ability to work independently as well as being a team player
- Basic computer and data entry skills
- Research and problem-solving skills
- Attention to detail
- Demonstrated ability to understand and deal with issues specific to Indigenous learners and mature students in northern Manitoba
- Experience and/or knowledge and understanding of the Indigenous culture

### Assets:

- Ability to speak an Indigenous language
- Experience using digital audio and video capture technology
- Experience using digital audio and video editing software
- Previous library experience

### Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- As of November 1, 2021, all students, faculty, staff, and visitors must be vaccinated for Covid-19 if they intend to be physically present at a UCN facility.

Applicants are asked to provide a cover letter, resume, and three reference contacts.

Applicants must demonstrate in their cover letter and their resume how they meet the qualifications.

Representative Workforce is a factor in the selection process. Preference will be given to Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous people, persons with disabilities, visible minorities, or women and men in non-traditional roles. All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

**Competition Number:** 21-067  
**Closing Date:** September 17, 2021; however, will remain open until filled  
**Salary Range:** \$19.07 to \$21.58 hourly, plus remoteness allowance

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

**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 letters of reference, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).*

*Human Resources will work with applicants who require accommodation during the application or the interview process.*

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