



LIBRARY CLERK

Classification: Clerk 2
Part-Time, Term Position
August 30, 2021 to June 30, 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: The Library Clerk will provide general clerical and customer services at the Wellington and Madeleine Spence Memorial Library, UCN Thompson Campus. The successful candidate will conduct basic bibliographic, reference and internet searches, circulate library materials, process inter-library loans, maintain reserve listings, and help patrons to locate library materials. The successful candidate will also provide basic technical support to students using UCN equipment and databases. Other duties may include data entry, laminating, and other clerical tasks. May be required to work evenings and weekends. Other tasks and projects will be assigned as needed.

Qualifications:

- High school diploma or equivalent and customer service experience
- Effective communication skills
- Effective organizational skills
- Ability to work independently as well as being a team player
- Effective computer skills and knowledge of Microsoft Office suite
- Critical thinking skills
- Demonstrated alphabetization and decimal placement skills
- Experience and/or knowledge and understanding of Indigenous cultures

Assets:

- Ability to speak an Indigenous language
- Previous library experience

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Must be willing to work evenings and weekends
- Must be physically able to perform duties (i.e. lifting boxes and books)
- Must complete a criminal Records Check and Child Abuse Registry Check
- 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 must provide a cover letter, resume, and a list of references with their application.
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: 21-065
Closing Date: September 15, 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 (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.*