



University College
of the North

LIBRARY TECHNICIAN

Classification: Library Technician 1
Part-Time Regular Position
(Maximum 24 hours per week)
The Pas, 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: Under the direction of the Librarian, the candidate will be responsible for cataloguing, downloading of records, copy cataloging, and audiovisual cataloging (DVDs). Other clerical tasks and library projects will be assigned as needed.

Qualifications:

- Completion of Library Technician Diploma
- A combination of education and experience may be considered
- Experience with library computer systems, including catalogues and databases
- Excellent computer skills (Microsoft Office preferred)
- Effective interpersonal/customer service skills
- Effective communication skills
- Effective time management skills (setting priorities and critical thinking)
- Ability to work independently and as a team member
- Demonstrated punctuality and reliability
- 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 cultures

Assets:

- The ability to speak an Indigenous language
- Experience in an academic library
- Experience with integrated library systems
- Experience with social media platforms

Conditions of Employment:

- Candidates must be legally entitled to work in Canada
- Must be willing to work evenings and weekends
- Must be physically capable of performing the required duties (lifting boxes and books)

Applicants must provide a cover letter, resume, and references with their application.

Applicants must demonstrate on 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 covering 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: 21-046
Closing Date: July 12, 2021; however, will remain open until filled
Salary Range: \$23.15 to \$26.39 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: hrinfo@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.*