Position Title: **Library Assistant**

Location: **UCW Vancouver House and West Pender Campus**

Reports to: **Manager, Library and Learning Commons**

About University Canada West

University Canada West is a business and technology focused, independent post-secondary institution modeled after special purpose teaching universities. Our mission is to deliver programs that provide students with the applied and theoretical basis for success in the workplace and future academic endeavors. The University has two campuses: West Pender and Vancouver House and its population of international and domestic students is growing substantially. If you are a Library Technician with a strong record of excellent public service, we look forward to hearing from you!

Reporting to the Library Manager, the Library Assistant will provide circulation services and a broad spectrum of front-line support. They will work alongside additional Library Assistants, 8 Full Time Librarians, Part time librarians, and UCW Student Assistants.

Specific Activities and Responsibilities

Library Assistants are key members of the Library team and act as the first point of contact for student inquiries – generally related to front desk support, circulation, and simple reference transactions. Additional duties may include cataloguing, collection reserves management, invoice tracking, supporting Interlibrary Loans, updating web pages, and other duties (according to the Library's needs and the successful candidate's interests).

- **Front desk support**: answer inquiries from library users (students, faculty, and staff), in a timely and friendly manner. These inquiries are mostly ready-reference questions, but for most of the students this is the first point of contact with a Canadian academic library, therefore handling these interactions with the utmost professionalism is paramount. Library Assistants also provide circulation services and help manage the Library's small print collection, including course reserve materials and library equipment.
- **Special projects**: under the supervision of one of the Librarians, the Library Assistant will work to enhance the collections and support services enhancement projects in the library. Depending on the interest of the successful candidate, there will be opportunities to grow and develop in other areas.

In addition, the library assistant will play an essential role in ensuring that the operations in the library are running smoothly:

- Collaborate with the other library staff to enhance the library's services.

Position Requirements

Education and Experience:

- Diploma from a 2-year Library Technician program is required; academic library experience preferred.
- Knowledge of Library policies and procedures.
- Familiarity with an Integrated Library System is an asset.
- Ability to see multiple tasks through completion with minimal supervision.
- Experience working with international students.
- Outstanding oral/written communication and interpersonal skills are imperative.
- A strong commitment to public service.
- Warm and calm demeanor.

This position is open to candidates with up to 2 (two) years of experience. This position will require the successful candidate to work at both campus locations and occasional evening shifts (to 9 pm) and weekends (details to be determined with the successful candidate). Make sure to indicate in your cover letter that you can fulfill these two conditions. The annual salary range will be between $45,000-$50,000.

To apply, please forward your **cover letter and resume** to jobs@ucanwest.ca (please indicate "**Application to Library Assistant position**" in the subject line).

UCW is committed to attracting and retaining a diverse workforce. Together, UCW and its staff strive to create and maintain working and learning environments that are inclusive, equitable, and welcoming. We are privileged to do this work on the unceded, traditional territories of the xʷməθkʷəy̓əm (Musqueam), Sḵwxwú7mesh (Squamish), and Sel̓íl̓witulh (Tsleil-Waututh) Nations. Applicants who are comfortable to self-identify are encouraged to do so within their application or cover letter.