



Employment Opportunity

Date: January 11, 2022	Bulletin No. 21-22 082
Position: Library Technician	Assignment: 3.5 hours /day permanent (9 a.m. – 12:30 p.m.)
School: Ste. Anne Elementary School	Closing date: Thursday, January 27, 2022
Start Date: Immediate	

Duties:

- Assist students and staff in accessing books, films, photographs, maps, documents, electronic materials and other library materials including performing manual, on-line and interactive media reference searches
- Administration of the circulation desk
- Assist in the selection of materials
- Classify, input and edit information within the computerized catalogue system
- Maintain records of all audio-visual supplies and equipment orders and keep track of regular maintenance of such equipment
- Other related duties as assigned

Qualifications:

- Preference will be given to applicants who possess a Library Technician Certificate or who are currently enrolled in a library technician course
- Previous experience in a similar school-based environment
- Demonstrated ability to work independently and as part of a team
- Strong interpersonal, communication and organizational skills
- Demonstrated ability to work co-operatively and collegially with staff, students and parents and the ability to promote the library and reading as a leisure activity
- Demonstrated proficiency in the use of personal computers and related software applications
- Knowledge of library material tracking software would be considered an asset
- First Aid and CPR Certification would be considered an asset

Interested candidates are invited to submit a cover letter and resume, along with three (3) references on or before 4:00 pm on the closing date listed above to:

Amanda Mykytyn, Principal
 Ste. Anne Elementary School
 Email: amanda.mykytyn@srsd.ca

Note: We thank all applicants for their interest, however, only those selected for an interview will be contacted.

Seine River School Division welcomes diversity in the workplace and encourages applications from all qualified candidates, including women, aboriginal peoples, people with disabilities and racial minorities.