**Position Summary:**

Cambrian College’s Library and Learning Commons requires a full-time Library Technician beginning June 2017.

**Duties and Responsibilities:**

- Provide direction and assistance to students and staff using the Library and its resources, with an emphasis on periodicals.
- Maintain the Library periodicals collection and interlibrary loan services.
- Sort and distribute mail.
- Contribute to collection development by submitting requests for additions to the collection, perform inventory and weeding activities, and maintain online Subject Guides for assigned program areas.
- Provide library instruction and outreach activities by demonstrating and explaining the online public catalogue, online databases, and Internet searches as reference tools.
- Develop information packages and presentations to deliver to students to promote information literacy skills.
- Track periodicals budget spending, enter information from invoices and credit memos to track amount committed and amount spent, and produce annual statistics on periodicals subscriptions and holdings.
- Perform original cataloguing and special projects, as required.

**Qualifications:**

**Required:**

- Two-year diploma, preferably in the area of Library Information Technology.
- One year of experience in a postsecondary library using automated library systems and electronic resources.
- Experience using Springshare products, including LibGuides, LibAnswers, and LibAnalytics.
- Experience using email, phone, or virtual chat and delivering resource orientation sessions in a university, college, or public library environment.
- Solid technological orientation as this role works within a rapidly changing and highly technical environment.
- Must be a motivated professional with excellent interpersonal, communication, and time-management skills.
- High level of professionalism to liaise with students and stakeholders within the College community.
- Must be able to work independently and within a team environment.

**Additional Assets/Preferred:**

- Experience working directly with e-resources and/or library systems and software.

*All candidates selected for an interview will be required to undergo appropriate testing.*

Interested individuals may apply, by email only, with a cover letter quoting the competition number, and a résumé, detailing education and experience, to:

Human Resources Department  
Email: humanresources@cambriancollege.ca

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.

*Cambrian College is committed to creating an accessible, inclusive, and diverse workforce. We welcome applications from all qualified individuals, including: women; persons with disabilities; racialized peoples; Indigenous people; and persons of any sexual orientation or gender identity and expression. All who may contribute to the further diversification of ideas and the College environment are encouraged to apply.*