



ANGUS L. MACDONALD LIBRARY

ST. FRANCIS XAVIER UNIVERSITY

The Angus L Macdonald Library supports the academic ideals and vision of St. Francis Xavier University through library resources, programs, services, and personnel. We form collaborative partnerships both within and outside the University to provide a high level of collection access, information literacy initiatives and preservation projects.

2021-22 Library Student Assistant

Summary of Position

We are seeking engaging students to work part-time with us in the 2021-22 academic year, primarily as a public service assistant but also contributing to projects that benefit the library. **IMPORTANT NOTE:** The successful candidate(s) must be able to work between 2:30pm and 5:30pm on Thursdays for the remainder of the 2021 Fall semester.

Sample of Duties

- Provide public service within the library including, but not limited to:
 - Creating, updating, and maintaining library user records
 - Troubleshoot issues related to people's ability to access resources
 - Search, retrieval, and re-shelving of library material (all media)
 - Database entries
 - Answer general questions and provide directions
 - Instruct patrons on how to use library systems and services
 - Cash transactions
- Stack maintenance
- Participate in library/information management projects

Qualifications

- Comfort with using and learning new technology, social media, and digital content creation
- Must have good time management skills
- Must be able to work both independently and as part of a team
- Comfort with writing reports and preparing informational materials
- Demonstrate a friendly, outgoing, and helpful approach to working with the public
- Demonstrate exceptional attention to detail
- Familiarity with basic research methods would be an asset, but training will be provided if successful

Details

- Variable hours
- Minimum 2 shifts per week
- Pay will be the minimum wage in effect at the time of employment
- This position will begin immediately upon the hiring of the successful candidate(s)
- **IMPORTANT NOTE:** The successful candidate(s) must be able to work between 2:30pm and 5:30pm on Thursdays for the remainder of the 2021 Fall semester.

To apply, please go to:

<https://bit.ly/378fBag>

The deadline to apply for this position is 9am, Tuesday, October 12th, 2021.