



## Library Assistant; Access Services Desk

### Angus L. Macdonald Library

NSGEU

Regular Full-Time (35 hours weekly)

**Classification:** Band 3

**Salary Rate:** \$32,887-40,186

#### Overview

St. Francis Xavier University is seeking a Library Assistant for the Access Services team at the Angus L. Macdonald Library. Reporting to the Manager of Access Services, the successful applicant will be responsible for providing service at the Access Services Desk during our weekend and evening hours from Saturdays through Wednesday during the fall and winter academic semesters, and during posted business hours for the spring and summer intersession.

#### Key Responsibilities

- Opening and/or closing the library; balancing cash receipts; maintaining patron count; creating library cards for off campus borrowers; providing back-up services for the Music/Microform Room; assisting in the borrowing and returning of Novanet Express materials.
- Providing friendly, efficient, and courteous service to all patrons. This includes, but is not limited to, circulating library materials; registering and updating patron records; accepting payments for fines and lost books; retrieving material not available in public-access areas; assisting in basic searches of the library catalogue, and instruction and assistance in the use of library systems.
- Responding to general inquiries in person, by phone and by email; patrolling the library regularly to ensure quiet policy is respected; interpreting and applying Library policies; referring patrons to other Library departments when appropriate.
- Assist in hiring, training, and supervision of student assistants.
- Other duties as assigned.

#### Qualifications

- Library Technician certification preferred.
- University or college degree considered a strong asset.
- Previous library experience preferred.
- Experience in a university setting considered an asset.
- Computer technology skills necessary.
- Experience with ALMA and NOVANET will be considered a strong asset.
- Excellent communication and customer service skills.
- Strong attention to detail.

#### Application Instructions

Applications will be received **until 5 pm AST on August 4th**. To apply please submit a letter of application and a resume in confidence to **Human Resources, StFX University** at [careers@stfx.ca](mailto:careers@stfx.ca). Only those selected for an interview will be contacted.

*St. Francis Xavier University is located in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People.*

*Our institution is committed to upholding the values of equity, diversity, inclusion and accessibility. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous persons (especially Mi'kmaq), racialized persons (especially African Nova Scotians), persons with disabilities, those who identify as women and/or 2SLGBTQIA+ and any others who would contribute to the diversity of our community. Please note that all qualified candidates are encouraged to apply; however, applications from Canadians and permanent residents will be given priority.*

*We are also committed to the elimination of barriers to participation for persons with disabilities. Should you require an accommodation during the recruitment process, please contact Human Resources at [hr@stfx.ca](mailto:hr@stfx.ca) or 902-867-5038.*

### **About St. Francis Xavier University**

Established in 1853, St. Francis Xavier University (StFX) is consistently recognized as one of the best universities in Canada. StFX exceeds the needs of today's undergraduates through providing the very best academic experience -- outstanding teaching, exceptional hands-on research opportunities, and global exchanges -- all within Canada's most vibrant and inspiring residential campus. Here, the focus is on the academic and the personal development of every student, making community and social engagement a large part of the learning experience. Our students are academically strong and highly engaged in every aspect of life, determined to make a positive impact on the world.

In 2022, Maclean's annual university rankings put StFX #1 in student satisfaction and #2 in reputation across Canada in the primarily undergraduate category. For more, visit [www.stfx.ca](http://www.stfx.ca)

### **About Antigonish, Nova Scotia**

The beautiful and historic town of Antigonish is located within the northeastern corner of Nova Scotia. Only a 15-minute drive from the ocean and a two-hour drive to major urban centres, Antigonish is a family-friendly community with a diverse and growing population and provides access to excellent education at all levels. The town is surrounded by rolling countryside and beautiful beaches and is a hotspot for outdoor recreation, sports and other active lifestyle activities. Antigonish supports a vibrant culture in the arts with music, performing arts, visual arts and crafts, and fabulous festivals happening throughout the year.

For more information visit [www.townofantigonish.ca](http://www.townofantigonish.ca) or [www.visitantigonish.ca](http://www.visitantigonish.ca).