



The Angus L Macdonald Library supports the academic ideals and vision of St. Francis Xavier University through library resources, programs, services, and personnel. Excellence in teaching and research demands that we share knowledge and skills. We therefore form collaborative partnerships both within and outside the University to provide a high level of collection access, information literacy initiatives and preservation projects.

Summer Library Student Assistant

Summary of Position

We are seeking an experienced student to work full-time with us this summer, primarily as a public service assistant but also contributing to projects that benefit the library and StFX community. Ideally, the successful candidate will continue employment on a part-time basis in the 2024-25 Academic semester upon completion of this position.

Job Duties (includes, but not limited to)

- Provide public service within the library including, but not limited to:
 - Troubleshoot issues related to people's ability to access resources.
 - Participate in library/information management projects.
 - Search, retrieval, and re-shelving of library material (all media).
 - Database entries.
 - Communication of direction to assist library patrons.
 - Cash transactions.
- Contribute to the annual inventory project.
- Stack maintenance.
- Lead or contribute to special projects from various library departments.

Qualifications

- Comfort with using and learning new technology, including social media platforms.
- 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, social media posts, etc.
- 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.

Position Details

- 35 hours/week.
- Monday to Friday, 8:45am - 4:45pm, excluding holidays (subject to change).
- Pay will be one of the minimum wage in effect at the time of employment, the wage stated in any funding arrangement, or your current wage if you are employed as a Library Student Assistant at the time of hire.
- This position will run from April 29th, 2024 to August 30th, 2024 (subject to change).

To apply, please go to:

<https://forms.office.com/r/qnGu1r11R9>

The deadline to apply for this position is 1pm, Wednesday, March 6th, 2024.