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.

2026-27 Library Student Assistant

Summary of Position

We are seeking engaging students to work part-time with us in the 2026-27 academic year, primarily as a public service assistant but also contributing to projects that benefit the library.

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 1-2 shifts per week.
- Pay will be the minimum wage in effect at the time of employment.
- This position will begin as soon as possible

To apply, please go to:

https://forms.office.com/r/cQnGC1TXwT

The deadline to apply for this position is 4:00pm, Monday, October 26, 2026. Only those candidates selected for an interview will be contacted.