



Indigenous.Link

Canada's fastest growing Indigenous career portal, Careers.Indigenous.Link is pleased to introduce a new approach to job searching for Indigenous Job Seekers of Canada. Careers.Indigenous.Link brings simplicity, value, and functionality to the world of Canadian online job boards.

Through our partnership with Indigenous.Links Diversity Recruitment Program, we post jobs for Canada's largest corporations and government departments. With our vertical job search engine technology, Indigenous Job Seekers can search thousands of Indigenous-specific jobs in just about every industry, city, province and postal code.

Careers.Indigenous.Link offers the hottest job listings from some of the nation's top employers, and we will continue to add services and enhance functionality ensuring a more effective job search. For example, during a search, job seekers have the ability to roll over any job listing and read a brief description of the position to determine if the job is exactly what they're searching for. This practical feature allows job seekers to only research jobs relevant to their search. By including elements like this, Careers.Indigenous.Link can help reduce the time it takes to find and apply for the best, available jobs.

The team behind Indigenous.Link is dedicated to connecting Indigenous Peoples of Canada with great jobs along with the most time and cost-effective, career-advancing resources. It is our mission to develop and maintain a website where people can go to work!

Contact us to find out more about how to become a Site Sponsor.

Corporate Headquarters:

Toll Free Phone: (866) 225-9067

Toll Free Fax: (877) 825-7564

L9 P23 R4074 HWY 596 - Box 109

Keewatin, ON P0X 1C0

Job Board Posting



Careers.Indigenous.Link

Date Printed: 2024/05/13

Library Assistant V

Job ID	18-C7-5E-40-D9-B3	
Web Address	https://careers.indigenous.link/viewjob?jobname=18-C7-5E-40-D9-B3	
Company	Western University	
Location	London, Ontario	
Date Posted	From: 2024-03-21	To: 2024-03-29
Job	Type: Full-time	Category: Education
Languages	English	

Description

Classification & Regular Hours

Hours per Week: 35

Salary Grade: Level N

About Western

Since 1878, Western University has been committed to serving our communities through the pursuit of academic excellence and by providing students, faculty, and community members with life-long opportunities for intellectual, social, and cultural growth. We seek excellent students, faculty, and staff to join us in what has become known as the "Western Experience" - an opportunity to contribute to a better world through the development of new knowledge, new abilities, new connections, and new ways to make a difference.

About Us

As the academic commons of Western University, Western Libraries provides the library and archival expertise and infrastructure - information resources, technology, people, and spaces - required to cultivate and mobilize knowledge, and accelerate excellence in teaching, research, and scholarship Western.

Responsibilities

The Library Assistant (User Services) is often the first point of contact between a library user and Western Libraries services, facilities and collections. The Library Assistant (User Services) facilitates the seamless connection of library users to these services, facilities, and collections so that users can be successful in achieving their teaching, learning and research goals. The role will support the creation of tools and resources to support library users with accessing services and will provide a range of orientation and instructional support, ranging from entry to advanced, to educate both library users and staff on new and existing library services and resources. In completing assigned work, this role performs duties that require frequent independent application of library principles and procedures, and may assist in coordinating the work of others, such as Library Assistants, and supervises the work of Student Library Assistants and Work Study Students. The Library Assistant may receive on-site supervision from a User Services Manager and/or a Library Director, depending on the location of service delivery.

Qualifications

Education:

- 3 year university bachelor's degree

Experience:

- 3 years experience working in an academic library or similar setting reference or informational services and demonstrating resources and services
- Experience providing customer service, issue resolution and cash handling and reconciliation

Knowledge, Skills & Abilities:

- Knowledge of Western Libraries' procedures and policies as they relate to circulation and the Access Code for Western Libraries preferred
- Strong customer service orientation in supporting diverse users, with the ability to identify and understand information needs, library resources, and university services, and to provide appropriate solutions to meet these needs
- Excellent oral and written communication skills to clearly express ideas in an objective manner, and adapt

communication style to suit the situation and audience

- Ability to collaborate effectively with library staff from across Western Libraries to deliver programming and evaluate/report on methods for service development
- Personable and courteous in working relationships with colleagues, students and the public
- Ability to interact professionally with diverse stakeholders including students, staff, faculty, community members, and library partners
- Ability to organize, prioritize, and accomplish a variety of tasks in a fast-paced environment to monitor projects and complete duties
- Ability and willingness to stay abreast of technological developments
- Ability to work independently and effectively as a member of the team to achieve department goals
- Intermediate computer skills using a variety of software, including Internet browsers, Microsoft Office Suite, content management software, and an integrated library services platform
- Ability to use and demonstrate a variety of library resources, including the library catalogue and general or subject-specific, specialized online databases
- Working knowledge of catalogue standards for bibliographic and item records for serials and monographs
- Working knowledge of collections maintenance procedures and relevant classification systems, such as Library of Congress
- Attention to detail and accuracy to ensure seamless access to Library materials from Western Libraries and global library partners
- Strong fine motor skills to handle a variety of library materials
- Library experience including familiarity with Library of Congress classification system
- Ability to work within a flexible schedule (evening and weekend hours) to accommodate Western Libraries' events and activities
- For staff assigned to the Music Library: the ability to read music, understanding of musical terminology in common European languages, familiarity with instruments and ensembles in both classical and popular tradition, understanding of performance conventions, and a basic understanding of musical eras and styles
- Familiarity with Western policies and guidelines preferred

Union Statement

Western welcomes applications from all qualified individuals; however, it is the university's policy to give first consideration to all qualified UWOSA applicants.

Western Values Diversity

The University invites applications from all qualified individuals. Western is committed to employment equity and diversity in the workplace and welcomes applications from women, members of racialized groups/visible minorities, Indigenous persons, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at hrhelp@uwo.ca or phone 519-661-2194.

Please Note:

We thank all applicants for their interest; however, only those chosen for an interview will be contacted.

How to Apply

Click " Apply Now' for further information and to apply online referencing job #34224 by midnight on March 29th 2024.