



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.Link's 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
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Job Board Posting



Careers.Indigenous.Link

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Adm. Assistant To The University Librarian / Assistant.e Administratif.ve Au Biblioth caire En Chef

Job ID	7B-53-83-71-95-83		
Web Address	https://careers.indigenous.link/viewjob?jobname=7B-53-83-71-95-83		
Company	Bishop's University / Universit�� Bishop's		
Location	Sherbrooke, Quebec		
Date Posted	From: 2021-10-28	To: 2022-04-26	
Job	Type: Full-time	Category: Education	
Job Start Date	November 29, 2021 / 29 novembre 2021		
Job Salary	Class / Classe: 7 - \$20.47 To/�� \$26.68 Per Hour/ De L'heure / - Unionized Position / Poste Syndiqu��		
Languages	Working Knowledge Of English Et French / Bonne Connaissance De La Langue Anglaise Et De La Langue Fran��saise		

Description

The following statements are intended to describe the general nature and level of work performed. They are not representing an exhaustive list of all responsibilities, duties and skills required.

Bishop's University is seeking an Administrative Assistant to the University Librarian for a regular full-time position. Reporting to the University Librarian, the incumbent will perform the administrative duties associated with the office of the University Librarian which includes the Library Learning Commons and the Writing Centre. The incumbent will also ensure the overall development and management of the library's website and works closely with library staff as well as the university webmaster.

This position has a work week of 32.5 hours from Monday to Friday with occasional evenings and weekends required.

Nature of duties and responsibilities:

-    Manages the University Librarian's agenda and correspondence;
-    Prepares payroll reports for all Library and Writing Centre employees;
-    Maintains statistical files and compiles statistical internal and external reports required by the BCI (Bureau de coop ration interuniversitaire (BCI) and the Association of College & Research Libraries (ACRL)
-    Processes invoices and prepares cash reports and budget reports;
-    Greets guests, visitors, faculty and students;
-    Prepares documents related to the Library and Writing Centre (agendas, minutes, reports, manuals, contracts, etc.);
-    Assists with the organization of academic and social functions;
-    Assists with the management of financial resources;
-    Manages official documents of the Library and the Writing Centre, and oversees the supplies budgets and orders;
-    Acts as resource for office technology and software, including training, managing maintenance contracts and website maintenance;
-    Keeps list of faculty scholarly works updated;
-    Acquires public performance rights for public video viewings;
-    When required supports the library services desk;
-    Performs additional similar/related tasks as required.

Les  nonc s suivants sont destin s   d crire la nature et le niveau de travail g n ral. Ils ne repr sentent pas une liste exhaustive de toutes les responsabilit s, t ches et aptitudes requises.

L'Universit  Bishop's recherche une Assistant.e Administratif.ve au Biblioth caire en chef pour un poste r gulier   temps plein. Se rapportant au Biblioth caire en chef, le titulaire du poste devra effectuer les t ches administratives li es au bureau du de la Biblioth caire en chef qui inclut la Biblioth que et Carrefour des ressources  ducatives (Library Learning Commons (LLC)) et le Centre de soutien en r daction. Le titulaire de poste assurera  galement le d veloppement et la gestion du site Web de la biblioth que et travaillera en collaboration avec le Webmestre et le personnel de la biblioth que.

La semaine de travail est de 32.5 heures, du lundi au vendredi avec des soir es et fins de semaine occasionnelles.

Nature des t ches

-    G rer l'agenda et la correspondance du de la Biblioth caire en chef ;
-    Pr parer les rapports de paie pour tous les employ s de la biblioth que et du centre de soutien en r daction ;
-    Tenir   jour des fichiers statistiques et compiler des rapports statistiques internes et externes requis par le BCI (Bureau de coop ration interuniversitaire) et l'ACRL (Association of College & Research Libraries) ;
-    Traiter les factures et pr parer les rapports de caisse de la biblioth que ;
-    Accueillir les invit s, visiteurs,  tudiants et membre de la facult  ;
-    Pr parer les documents relatifs   la biblioth que et au centre de soutien en r daction (ordres du jour, proc s-verbaux, rapports, manuels, contrats, etc.) ;
-    Aider   l'organisation de fonctions acad miques et sociales ;
-    Aider   la gestion des ressources financi res ;
-    G rer les documents officiels de la biblioth que et du centre de soutien en r daction et surveiller le budget des fournitures et les commandes de la biblioth que ;

• Agir en tant que personne ressource dans la bibliothèque en ce qui concerne les technologies et logiciels de bureau, y compris la formation, la gestion des contrats et l'entretien du site Web ;

• Tenir à jour la liste des ouvrages savants de la faculté ;

• Acquiescer les droits de représentation publique pour le visionnage public de vidéos ;

• Soutenir au besoin le personnel au comptoir de services de la bibliothèque ;

• Effectuer toutes autres tâches connexes au besoin.

Experience

Minimum of 3 years of similar experience / Minimum de 3 ans d'expérience pertinente

Education Requirements

College diploma (Technical D.E.C. normal duration of 3 years / Diplôme d'études collégiales (D.E.C technique normalement d'une durée de 3 ans)

Work Environment

Light and medium exertion / Efforts légers et moyens

Other

Bishop's University implements an equal access employment / program under the Act respecting equal access to employment in public bodies. The University welcomes applicants who are committed to upholding the values of equity, diversity and inclusion and who will assist us expand our capacity for diversity and inclusion. We encourage applications from members of groups that have been historically disadvantaged and marginalized, including Indigenous peoples, visible and ethnic minorities, persons living with disabilities, women and LGBTQ2S+ persons.

L'Université Bishop's applique un programme d'accès égal en emploi issu de la Loi sur l'accès égal en emplois des organismes publics. L'Université accueille les candidat.e.s qui s'engagent à respecter les valeurs d'équité, de diversité et d'inclusion et qui nous aideront à accroître notre capacité en matière de diversité et d'inclusion. Nous encourageons les candidatures de membres de groupes historiquement défavorisés et marginalisés, notamment les peuples autochtones, les membres des minorités visibles et ethniques, les personnes handicapées, les femmes et les personnes LGBTQ2S+.

How to Apply

If interested, please submit your curriculum vitae and cover letter, including what position you are applying for by November 14, 2021 before 4:00 pm to careers@ubishops.ca.

Per the Collective Agreement, priority will be given to qualified internal applicants. Please note that only candidates selected for an interview will be contacted and testing may be required; thank you for your interest. We provide support in the recruitment processes to applicants with disabilities, including accommodation that takes into account an applicant's accessibility needs. If you require accommodation in order to participate as a candidate in the recruitment process, please contact careers@ubishops.ca

S.V.P. faire parvenir votre curriculum vitae ainsi qu'une lettre de présentation, en indiquant pour quel poste vous appliquez d'ici le 14 novembre 2021, 16 :00 à careers@ubishops.ca

Tel que prévu à la Convention Collective, la priorité sera accordée à un candidat.e interne qualifié.e. Veuillez noter que seules les personnes retenues pour une entrevue seront contactées, et que des tests de sélection peuvent être administrés ; merci pour l'intérêt manifesté.

Dans le processus de recrutement, nous fournissons un soutien aux personnes handicapées afin de répondre aux besoins en provenant et en éliminant les obstacles à l'accessibilité. Si vous avez besoin de mesures d'adaptation pour participer en tant que candidat dans le processus de recrutement, veuillez contacter careers@ubishops.ca