



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

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Job Board Posting



Careers.Indigenous.Link

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Library Technician - Cataloguing / Circulation //Bibliotechnicien.ne - Catalogage / Circulation

Job ID 87-CF-93-9B-93-1E
Web Address <https://careers.indigenous.link/viewjob?jobname=87-CF-93-9B-93-1E>
Company Bishop's University / Universit   Bishop's
Location Sherbrooke, Quebec
Date Posted From: 2021-11-19 To: 2022-05-18
Job Type: Full-time Category: Miscellaneous
Job Start Date As soon as possible / d  s que possible
Job Salary Class.e 9 From /de 22.46\$ To /    29.29\$ Per Hour/de L'heure (unionized)
Position- Poste Syndiqu  )
Languages Working Knowledge Of English And French / Bonne Connaissance De La Langue Anglaise Et De La Langue Fran  saie;

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 a Library Technician      Cataloguing / Circulation for a regular full-time position. Reporting to the University Librarian the incumbent will perform highly specialized duties relating to the cataloguing of library resources using supplied records at various levels of complexity. The incumbent will also assist with specialized duties in Circulation services. This position has a work week of 35 hours from Monday to Friday with occasional evenings and weekends required.

Nature of duties and responsibilities

-      Edits and updates bibliographic records by interpreting and applying appropriate cataloguing rules and procedures;
-      Verifies bibliographic information and description, and Library of Congress call numbers;
-      Processes library materials by inserting detection strips, labelling and stamping;
-      Oversees stacks management by leading the ongoing process of measuring available shelf space, calculating needed growth space and shifting books.
-      Oversees shelf reading activities, the search for lost books and collections inventory;
-      Assists in entering and processing of Faculty reserves;
-      Runs daily reports and invoices when required;
-      Assesses and respond to user needs at the library services desk and performs circulation duties;
-      Provides support and training to Student employees as required;
-      Opens and closes the building as required;
-      Participates in relevant committees as required;
-      Participates in the development and implementation of departmental projects, work methods, and procedures;
-      Performs additional similar / related task as required.
-      Other tasks as assigned

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 un.e Bibliotechnicien.ne      Catalogage / Circulation) pour un poste r  gulier    temps plein. Se rapportant au Biblioth  caire en chef, le titulaire du poste devra effectuer des t  ches tr  s sp  cialis  es li  es au catalogage des ressources de la biblioth  que en utilisant les registres fournis    divers niveaux de complexit  . Le ou la titulaire du poste devra   galement effectuer des t  ches sp  cialis  es pour le service de circulation de la biblioth  que. La semaine de travail est de 35 heures, du lundi au vendredi avec des soir  es et fins de semaine occasionnelles

Nature des t  ches

- Maintenir et mettre à jour les registres bibliographiques en interprétant et appliquant les règles et procédures appropriées du catalogue;
- Vérifier les informations et descriptions bibliographiques et les cotes de classification de la Library of Congress;
- Traiter les documents de la bibliothèque en effectuant l'insertion de bandes de protection, l'étiquetage et l'estampage ;
- Superviser la gestion des rayonnages en dirigeant le processus continu de mesure de l'espace disponible sur les rayons, du calcul de l'espace de croissance nécessaire et de déplacement des livres;
- Superviser les activités de révision de l'ordre des ouvrages, de recherche de livres manquants et d'inventaire des collections;
- Assister dans la saisie et au traitement des items en réserve;
- Extraire les rapports quotidiens et préparer les factures aux usagers au besoin;
- Évaluer et répondre aux besoins des utilisateurs au comptoir des services de la bibliothèque et effectuer les opérations de prêts;
- Fournir du soutien et former les employés étudiants au besoin;
- Ouvrir et fermer le bâtiment au besoin;
- Participer aux comités pertinents au besoin;
- Participer au développement et à la mise en œuvre des projets départementaux, méthodes de travail et procédures;
- Effectuer toutes autres tâches connexes au besoin.

Experience

Over 1 year of experience / plus d'un (1) d'expérience

Education Requirements

Bachelor's Degree / Baccalauréat

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 28, 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 ici le 28 novembre 2021, 16 :00 à careers@ubishops.ca

Tel que prévu à la Convention Collective, la priorité sera accordée à un candidat interne qualifié. 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 prévenant et en éliminant les obstacles à l'accessibilité. Si vous n'avez pas besoin de mesures d'adaptation pour participer en tant que candidat.e dans le processus de recrutement, veuillez contacter careers@ubishops.ca