



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

Date Printed: 2024/05/05

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 aise;

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;

â€¢ Participates in the development and implementation of departmental projects, work methods, and procedures;

â€¢ Performs additional similar / related task as required.

â€¢ Other tasks as assigned

Les Ã©noncÃ©s suivants sont destinÃ©s Ã dÃ©crire la nature et le niveau de travail gÃ©nÃ©ral. Ils ne reprÃ©sentent pas une liste exhaustive de toutes les responsabilitÃ©s, tÃ¢ches et aptitudes requises.

L'UniversitÃ© Bishop's recherche un.e BibliothÃ©cien.ne Ã© Catalogage / Circulation) pour un poste rÃ©gulier Ã temps plein. Se rapportant au BibliothÃ©caire en chef, le titulaire du poste devra effectuer des tÃ¢ches trÃ¨s spÃ©cialisÃ©es liÃ©es au catalogage des ressources de la bibliothÃ©que en utilisant les registres fournis Ã divers niveaux de complexitÃ©. Le ou la titulaire du poste devra Ã©galement effectuer des tÃ¢ches spÃ©cialisÃ©es pour le service de circulation de la bibliothÃ©que. La semaine de travail est de 35 heures, du lundi au vendredi avec des soirÃ©es et fins de semaine occasionnelles

Nature des tÃ¢ches

â€¢ Ã©diter et mettre Ã jour les registres bibliographiques en interprÃ©tant et appliquant les rÃ©gles et procÃ©dures appropriÃ©es du catalogage;

â€¢ VÃ©rifier les informations et descriptions bibliographiques et les cotes de classification de la Library of Congress;

â€¢ Traiter les documents de la bibliothÃ©que en effectuant l'insertion de bandes de dÃ©tection, l'Ã©tiquetage et l'estampage ;

â€¢ 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 nÃ©cessaire et de dÃ©placement des livres;

â€¢ Superviser les activitÃ©s de rÃ©vision de l'ordre des ouvrages, de recherche de livres Ã©garÃ©s et d'inventaire des collections;

â€¢ Assister dans la saisie et au traitement des items en rÃ©serve;

â€¢ ExÃ©cutter les rapports quotidiens et prÃ©parer les factures aux usagers au besoin;

â€¢ Ã©valuer et rÃ©pondre aux besoins des utilisateurs au comptoir des services de la bibliothÃ©que et effectuer les opÃ©rations de prÃ©ts;

â€¢ Fournir du soutien et former les employÃ©s Ã©tudiants au besoin;

â€¢ Ouvrir et fermer le bÃ¢timent au besoin;

â€¢ Participer aux comitÃ©s pertinents au besoin;

â€¢ Participer au dÃ©veloppement et Ã la mise en Å“uvre des projets dÃ©partementaux, mÃ©thodes de travail et procÃ©dures;

â€¢ Effectuer toutes autres tÃ¢ches connexes au besoin.

Experience

Over 1 year of experience / plus d'un (1) d'expÃ©rience

Education Requirements

Bachelor's Degree / BaccalaurÃ©at

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 égalité en emploi issu de la Loi sur l'accès égalité 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 avez besoin de mesures d'adaptation pour participer en tant que candidat.e dans le processus de recrutement, veuillez contacter careers@ubishops.ca