Educational Resource Clerk

The University of Guelph is committed to equity in its policies, practices, and programs, supports diversity in its teaching, learning and work environments, and ensures that applications for members of underrepresented groups are seriously considered under its employment equity policy. All qualified individuals who would contribute to the further diversification of our University community are encouraged to apply.

Office, Clerical and Technical
Ontario Secondary School Teachers’ Federation District 35-
Technician/Administrative/Research/Agricultural

Educational Resource Clerk

Ridgetown Campus

Temporary full-time from March 2016 to March 2017
Temporary absence of the regular incumbent

Hiring #: 2016-0072

Please read the Application Instructions [1] before applying

Reporting to the Executive Officer, the successful candidate will provide Library reference services support and educational material sourcing and distribution to students, staff and the general public. Responsibilities include: working in the Campus bookstore, maintaining the library catalogue of books and materials, processing inter-library loans, assisting students and staff to source and access information, and providing administrative support for student services.

Requirements for the position include: 2 year Community College diploma in Library Administration and a minimum of two years’ experience in a library and/or educational environment, or an equivalent combination of education and experience. The position also requires experience in the operation of office equipment; and the ability to work with minimal supervision, while contributing to a positive working environment for other staff and students. Excellent organizational, customer service and computer skills are required.

Classification OSSTF/TARA, District 35 Salary Band 3*
Normal Hiring Range $19.91 - $22.24 per hour

*Tentative evaluation

Posting Date: 2016 02 24
Closing Date: 2016 03 08

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Links
[1] https://www.uoguelph.ca/hr/careers-guelph/how-apply