Library Assistant

Forbes includes U of G Among Canada’s Best Employers

Office, Clerical and Technical
Position covered by the Collective Agreement with USW Local 4120

Library Assistant

E-learning and Reserve Services, Library

Hiring #: 2019-0081

Please read the Application Instructions [1] before applying

Reporting to the Manager, E-Learning and Reserve Services, the incumbent is responsible for a wide range of tasks in support of the provision of learning materials via the Library’s Course Reserve service (Ares) and the University’s course management system (CourseLink).

Working with course instructors, E-Learning and Reserve Assistants create, process, and catalogue course-related learning materials and facilitate students’ access to these resources. Content includes materials from the Library’s collections, materials provided by Faculty, course notes, assignment and exam materials, streaming media, web content, and documents in both print and electronic formats. This position provides support and assistance by obtaining copyright permissions, arranging for payment of royalties, scanning and uploading content to integrate directly into CourseLink. The assistant is responsible for ensuring that all content meets current AODA accessibility requirements, providing stable links to full text articles in electronic journals or e-books, and organizing and archiving electronic course content for use in future courses. This position also assists faculty with copyright and licensing issues as they relate to the provision of learning materials.

Requirements of the position: Graduation from a related two (2) year community college program together with one year of relevant experience in an academic library setting, or an equivalent combination of education and experience; proficiency using the following library systems: Ares (Automated Course Reserves Management system), and Primo (the Library’s discovery system); proven skill and efficiency in written and oral communications; foundational numeracy/accounting skills, demonstrated organizational skills, and highly-developed analytical and problem-solving skills. Proficiency using the following software is also required: Microsoft Office (with particular expertise in Excel); Adobe Acrobat Pro, Footprints Service Desk software, multiple web browsers, and scanning software. The incumbent must also be able to work independently, with minimal supervision, and have a thorough knowledge of the university learning environment.

Essential competencies for the successful candidate include strong interpersonal skills, a commitment to client-focused service, adaptability, above average time-management skills, and enthusiasm for working in a team-based work environment. Knowledge of the course management system Brightspace would be an asset, as would basic knowledge of accessible document creation, and an understanding of copyright and licensing issues in a university context.

Position Number 400-097
Classification USW, Local 4120 Salary Band 3*
Salary Range $20.81 Minimum (Level 1)
$23.23 Normal Hiring Limit (Level 3)
$28.09 Job Rate (Level 7)

*Tentative evaluation; subject to committee review.

At the University of Guelph, fostering a culture of inclusion [2] is an institutional imperative. The University invites and encourages applications from all qualified individuals, including from groups that are
traditionally underrepresented in employment, who may contribute to further diversification of our Institution.

Posting Date: 2019 02 19
Closing Date: 2019 02 26

Source URL: https://www.uoguelph.ca/hr/careers-guelph/current-opportunities/library-assistant

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