



1.0 LIBRARY ASSISTANT

BULLETIN NUMBER	319/C/20	DATE POSTED:	August 11, 2020
SCHOOL	GLENLAWN COLLEGIATE		
COMMENCING:	September 2, 2020		
COMPENSATION:	Payband 7	\$24.01	to \$26.16
HOURS:	7 hours per day, 5 days per week, 10 months per year		

POSITION DESCRIPTION:

This position requires the incumbent to assist the teacher librarian and/or the school administration with functions required to operate the school library.

REQUIRED AND PREFERRED QUALIFICATIONS: Candidates who will be considered must pass a typing test.

- completion of Grade 12 education
- completion of formal post-secondary education or training in a Library Program; an equivalent combination of training, knowledge in library procedures and operations, and related experience may be considered
- strong knowledge of how books, reference materials and other library materials are organized, and circulated in print and electronic formats
- strong communication and interpersonal skills
- keyboarding skills of 45 words per minute
- strong filing skills combined with some knowledge of internationally approved rules
- good knowledge and experience with computer technology (equipment, software, electronic information media)
- good skills in operating and maintaining audio-visual equipment
- ability to work effectively as a team member
- ability to interact effectively with students and staff combined with an ability to explain information regarding Library services to all customers of the Library
- excellent verbal and written skills in both official languages (English and French) may be required

APPLICATION PROCEDURE:

Please apply by using the LRSD online submission process at www.lrsd.net. Upload your resume and cover letter including the names of three references, and address to: Lisa Aitken, Assistant Superintendent, Louis Riel School Division

APPLICATION DEADLINE: **4:00 p.m., Monday, August 17, 2020**

IMPORTANT NOTES RELATING TO YOUR APPLICATION:

- Bulletin number must be quoted on each application; a separate application is required for each job Bulletin.
- Selection of candidates shall adhere to the collective agreement provisions between the LRSD and CUPE 4642
- Offer of employment with the Louis Riel School Division will be subject to the results of a Criminal Record Check (including Vulnerable Sector Search) and a clear report from the Child Abuse Registry.
- We thank all applicants for their interest; however only those selected for further consideration will be contacted.

