

Student Job Opportunity

- Job Title:** Library Summer Student - Truro Library
- Classification:** Library Clerk I (term position anticipated start date May 28, 2018, end date August 31, 2018)
- Term Position:** anticipated start date May 28, 2018, end date August 31, 2018
- Rate of Pay:** \$12.06 per hour, 35 hours per week. Evening and weekend shifts required.

Job summary:

Under the supervision of the Adult Services Administrator, the successful candidate will work regular shifts on the circulation desk, assist patrons with their use of the library, help to deliver library programs for all ages, and other day-to-day library tasks. In addition, the candidate will help develop the library's new historical collection by identifying books in the existing library collection, researching new titles to be added, and creating a wish list of books to be added as money allows.

Duties:

- Assist patrons with their day-day-use of the library.
- Identify books for the historical collection in the existing library holdings.
- Research new titles to be added to the historical collection.
- Create a wish list of books to be added as money allows.
- Help deliver age-appropriate activities for patrons in the library branch.
- Work regular shifts on the circulation desk.

Requirements:

- Applicants must be returning full-time students enrolled in a post-secondary program.
- Experience in customer service, with an ability to deal patiently and courteously with the public.
- Willingness to help deliver library programs for children ages 3-12.
- Ability to work independently and as part of a team.
- Knowledge of the library organization and its services.
- Students in the fields of library studies or history preferred.
- Colchester-East Hants Public Library is an equal opportunity employer. We encourage all eligible candidates to apply.
- This position is subject to a criminal record check, vulnerable sector search, and a child abuse register check.

Application Procedure:

Please submit a detailed résumé with cover letter specifying the job title to:

Lesley Brann, Administrator of Adult and Outreach Services
Colchester-East Hants Public Library
754 Prince St., Truro, NS B2N 1G9

E-mail: asjob@cehpubliclibrary.ca

Application deadline: April 25, 2018 (at 4 pm local time)

**We thank all applicants for their interest; however, only those selected for an interview will be contacted.
To learn more about the Colchester-East Hants Public Library, visit our website at www.lovemylibrary.ca.**