



Student Library Assistant (Part Time)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is an innovative teaching and research university that provides affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. St. Mary's is the only unaffiliated Catholic university in western Canada and celebrates over 30 years as an educational institution.

Located on a historic site in Calgary, Alberta, our students are inspired to combine academics with a passionate commitment to ethics, social justice and respect for diversity of opinion and belief. St. Mary's has over 1000 full- and part-time students, 150 full- and part-time faculty and staff, and an average class size of 25. The university has grown by over 50% in the last seven years alone.

POSITION OUTLINE:

The Student Library Assistant is a dynamic role that provides support to students, faculty, and community borrowers accessing the resources and spaces at the St. Mary's University Library. This position is responsible for circulation activities crucial to library operations, including check-in and checkout, fines, holds and registering patrons, answering general reference questions, troubleshooting printing and computer issues, and maintaining the library spaces.

RESPONSIBILITIES:

- Troubleshooting printer, computer, and word processing issues;
- Assisting Library patrons with navigating the collections and locating resources;
- Shelving and shelf-reading library materials;
- Operating the Library Management System (LMS) to process loans, renewals, and holds requests;
- Processing payments for fines, fees, and printing loads;
- Processing of new materials;
- Helping to archive the CPAWS (Canadian Parks and Wilderness Society) collection;
- Other duties as required.

QUALIFICATIONS:

- Strong communication, listening and inter-personal skills;
- Strong attention to detail and the ability to work with frequent interruptions;
- Basic to intermediate computer skills and familiarity with a library environment;
- Customer service experience preferred;
- Preference will be given to students currently enrolled in courses at St. Mary's University.

COMPENSATION:

This position works 8 hours a week with shifts that may include late afternoons, evenings, and Saturdays. Pay rate is \$15.38/ hour plus 4% vacation pay.

This position may continue into future semesters contingent on performance.

APPLICATIONS:

All applicants must submit a **cover letter and resume** directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: **"Student Library Assistant"** by end of day on **Tuesday August 13**. We are unable to accept applications through third party platforms.

St. Mary's University is passionate about building and sustaining an equitable and inclusive work environment for students, staff and faculty, where diversity in all areas is celebrated and valued. We encourage any and all qualified individuals to apply. Priority will be given to Canadians and permanent residents of Canada.

*We thank all applicants for their interest, however only those applicants being interviewed will be contacted. **No phone calls please.***

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