



Canada Summer Job: Archives & Library Assistant (Full Time – 8 weeks)

ABOUT ST. MARY'S UNIVERSITY:

St. Mary's University is a dynamic and innovative teaching and research university located on a beautiful historic site. We provide affordable, accredited and highly valued degrees in the Liberal Arts, Sciences and Education. Founded in the Catholic Intellectual Tradition, and as the only independent Catholic university in Canada, St. Mary's University prepares its students to live with integrity, compassion and confidence while embodying a compassionate commitment to ethics, social justice, and respect for diversity of opinion and belief. St. Mary's became a proud member of Universities Canada in 2022, and has over 1000 full- and part-time students, approximately 200 full- and part-time faculty and staff, and an average class size of 25.

Located in Mohkíntsis (Calgary) on the ancestral territory of the Blackfoot Confederacy (Siksika, Kainai, and Piikani First Nations), the Tsuut'ina and Îyârhe Nakoda Nations, as well as the Otipemisiwak Métis government, District 6, Calgary Elbow. St. Mary's is focused on developing the whole person: mind, body, and spirit.

Consistent with our Catholic values, St. Mary's University is committed to fostering an institutional culture that values, supports, and promotes equity, human rights, respect, and accountability within our community. St. Mary's is a university where all are welcome and inclusive excellence is important. We are committed to removing barriers for those who have been historically underrepresented or discouraged in our society.

WHAT WE ARE LOOKING FOR:

The St. Mary's University Library is pleased to offer an 8 week full-time Archives & Library Assistant position. With supervision and mentorship from the Library Technician and the Library Team Lead, the Assistant will complete a variety of archives and library related tasks. Using records management, archival description, library systems, and customer service skills, the Assistant will work directly with Canadian Parks and Wilderness Society (CPAWS) administrative archival records according to archival best practices and assist with the daily summer operations of the library.

WHAT WILL YOU DO:

- Create and maintain robust, item level archival records applying international metadata standards using an archival management system
- Perform routine tasks associated with archival preservation including digitizing archival materials using a specialized document scanner
- Contribute to a general search pathfinder or finding aid for existing StMU archival collections
- Maintain borrower and circulation records using an integrated library system
- Perform routine tasks associated with library collections and circulation
- Provide front line service by answering library and archives inquiries in a timely and professional manner

The successful candidate will work **37.5 hours per week** from **July 7 to August 29, 2025** under the Canada Summer Jobs (CSJ) initiative, a Youth Employment and Skills Strategy, which aims to provide flexible and holistic services to support all young Canadians to develop the skills and gain paid work experience to successfully transition in the labour market.

QUALIFICATIONS & ATTRIBUTES:

- The candidate should have a strong interest in archives, libraries, and museums
- Previous experience working in libraries and archives preferred
- The candidate must be comfortable working with various technologies including archival and library record management software systems, book scanners, and productivity software (MS Office or similar)
- Strong organization skills and attention to detail
- Ability to work autonomously
- Excellent oral and written communication skills
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to promote equity, diversity, and inclusion, as well as Truth and Reconciliation.

Candidate Criteria Based on Canada Summer Jobs Grant Requirements:

- Must be between 15 and 30 years of age (inclusive) at the start of employment.
- With the exception where an individual has a disability or a legitimate barrier to availability, the individual will work a minimum of 30 hours per week for a period of six to sixteen consecutive weeks, and the hours of work will not exceed 37.5 hours per week.
- Work duties and activities must be completed inside of Canada.
- Is a Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the *Immigration and Refugee Protection Act*, and is legally entitled to work according to the relevant provincial / territorial legislation and regulations.
- International students are not eligible. Recent immigrants are eligible if they are Canadian Citizens or permanent residents.
- Must be employed as a contract employee in an employer – employee relationship with the University (i.e., cannot be used for self-employment).
- Must not be immediate family of the hiring manager, officer or director of the University without prior agreement by CSJ grant funder.

WHAT YOU CAN EXPECT:

The CSJ program objectives align with the redesigned Youth Employment and Skills Strategy and are as follows:

- provide quality work experiences for youth
- respond to national and local priorities to improve access to the labour market for youth who face unique barriers
- provide opportunities for youth to develop and improve their skills

Wage: \$15.38/hour, plus 4% vacation pay

APPLICATIONS:

All applicants must submit a cover letter and resume, along with salary expectations directly via email to careers@stmu.ca in word or pdf format, with the Subject Line of: **Archives & Library Assistant** by end of day on Friday, May 16, 2025. **We are unable to accept applications and dossiers through third party platforms.**

St. Mary's University is an equal opportunity institution committed to an inclusive, barrier-free recruitment and selection process and work environment. We hire on the basis of merit and are 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. Support services and accommodations are available if required to ensure an equitable, and inclusive working environment. To ensure a fair and equitable assessment, questions regarding equity, diversity, inclusion, and accessibility can be sent to the Equity, Diversity, and Inclusion (EDI) Committee (EDI@stmu.ca) and requests for accommodations at any stage of the recruitment process can be sent to Human Resources (careers@stmu.ca). Any information received relating to accommodation will be addressed confidentially. We encourage 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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