



Young Canada Works: Library & Archives Assistant #2 (Full Time – 16 weeks)

ABOUT ST. MARY'S UNIVERSITY:

Our Vision: To be the preeminent Catholic University in Canada, known as a centre of academic excellence providing a vibrant and engaged student experience that prepares authentic leaders committed to the service of others.

Our Mission: Open to all and grounded in the [Catholic Intellectual Tradition](#), St. Mary's University educates the whole person to inspire and empower tomorrows engaged, global citizens for the future.

Our Values: As a Catholic community, we value being Welcoming and Serving of all, Academic Excellence and Faith.

As an independent Catholic university in Canada, with a strong emphasis on liberal arts and sciences, 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 is focused on developing the whole person: mind, body and spirit. For more information about St. Mary's and our Strategic Plan, visit <https://stmu.ca> and <https://stmu.ca/about-us/strategic-plan/>

ABOUT THIS OPPORTUNITY:

The St. Mary's University Library is pleased to offer a 16 week full-time Library & Archives Assistant position. With supervision and mentorship from the Library Technician and the Library Team Lead, the Assistant will complete a variety of library and archive related projects and tasks and assist with the daily summer operations of the library.

Main responsibilities for this position will include:

- Complete library and archive webpage and discovery layer maintenance – including website audit, pathfinder migration and updating, and testing and documenting interface updates
- Create and maintain robust, item level archival records applying international metadata standards using an archival management system for the Canadian Parks and Wilderness Society (CPAWS) administrative archive
- Perform routine tasks associated with library collections and circulation including circulation function using an integrated library system
- 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 **May 11, 2026 to August 28, 2026** under the *Young Canada Works in Heritage Organizations* initiative (see below).

QUALIFICATIONS & ATTRIBUTES:

- Strong organization skills, writing skills, and attention to detail
- Strong interest in archives, libraries, and museums (GLAM) career paths

- Previous experience working in libraries and archives preferred
- Comfortable learning and working with various technologies including web authoring and editing tools, archival and library record management software systems, and productivity software (MS Office or similar)
- Ability to follow structured workflows and collaborate with staff

VALUES & ATTRIBUTES:

- Alignment with institution values and strategic plan pillars.
- Upholding core competencies associated with the institution's four pillars.
- Ability to promote, or at least respect, the institution's Catholic mission and identity
- Ability to foster equity, diversity, and inclusion, as well as Truth and Reconciliation.

Candidate Criteria Based on Young Canada Works in Heritage Organizations Grant Eligibility Requirements:

- be a Canadian citizen or a permanent resident, or have refugee status in Canada;
Note: Non-Canadian students holding temporary work visas or awaiting permanent resident status are not eligible.
- be legally entitled to work in Canada (have a valid social insurance number);
- be between **16 and 30 years of age** inclusively at the start of employment;
- be a **high school, college, CEGEP or university student**; and
- be registered in the YCW online candidate inventory.

WHAT YOU CAN EXPECT:

The YCWHO program objectives are as follows:

- Help young Canadians find short-term employment in order to acquire the knowledge and skills needed to work in the heritage sector to increase their employability;
- Provide them with opportunities to network with heritage sector professionals;
- Increase their knowledge and appreciation of significant local and national achievements and of heritage field;
- Encourage them to consider a career in a heritage field.

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

OUR COMMITMENTS:

St. Mary's University is committed to Indigenous Truth and Reconciliation. Our land acknowledgement and Indigenous initiatives information can be found at <https://stmu.ca/campus-life/indigenous-initiatives/>. St. Mary's University is an equal opportunity institution. We hire on the basis of merit and are passionate about building and sustaining an equitable and welcoming campus environment where diversity in all areas is celebrated and valued. If you require support services or accommodations during any stage of the recruitment process, please include this in your application. All requests will be handled with the utmost confidentiality.

APPLICATIONS:

Applicants are required to have an account with [Young Canada Works](#)

Please email application packages to Human Resources at careers@stmu.ca in one .pdf formatted document with the Subject Line of: "Library & Archives Assistant #2 - YCW" by **May 1, 2026**. Note: Interviews will be ongoing, and the position may be filled prior to the closing date. All applicants must submit a cover letter, resume, and contact information of three most recent supervisors and/or written letters of recommendation. Previous employees should submit an updated resume and updated credentials if applicable.

*We encourage all qualified applicants to apply. Canadian citizens, permanent residents and others currently legally authorized to work in Canada will be given priority. We thank all applicants for their interest. However, only those applicants being interviewed will be contacted. **No phone calls please.***