



ACADIA

UNIVERSITY

Acadia University is one of Canada's leading primarily undergraduate institutions. For almost 175 years, Acadia has been providing students with a learning environment that ensures they have every opportunity to succeed in life. Our graduates emerge with the tools required to be global citizens and community leaders. Acadia's faculty and staff are key to our institutional success and share a commitment to provide our students with a high quality post-secondary education. Located only one hour from Halifax in Nova Scotia's beautiful Annapolis Valley, Wolfville offers residents an affordable lifestyle, outstanding recreational opportunities, internationally acclaimed restaurants, a healthy economy, and the best weather in the Atlantic provinces.

THE OPPORTUNITY

Acadia seeks a full-time **Access Services Assistant** in the **Vaughan Memorial Library** to respond to a variety of requests for information, and to facilitate access to Library resources, both on-line and in-house.

Additional responsibilities include:

- scheduled shifts at the reference desk, to assist patrons
- serve as contact for Novanet Express & BARA which involves processing items going to and being returned from other libraries
- maintain supplies for and troubleshoot equipment such as printers, photocopiers, microform reader/printer, an vending machines
- oversee searches for materials patrons are unable to locate
- maintain reports and statistics
- assist in training and supervision of student assistants

A detailed job description is available upon request.

THE CANDIDATE

The preferred candidate will possess a Library Technician Diploma; however, a combination of related training and work experience may also be considered. A Bachelor Degree would be an asset.

Strong communication and interpersonal skills with a demonstrated ability to work within a collaborative environment are required.

Demonstrated ability to effectively use business computer applications is necessary. Familiarity with library operations and the related computer programs would be an asset.

Applicants must be able to work a flexible schedule which may at time include evenings, weekends, and holidays.

Familiarity with Acadia's campus, as well as its academic and administrative procedures, would be an asset.

THE REWARDS

Acadia offers a comprehensive benefit package in addition to a starting salary of \$31,668 per annum (SEIU Library Support 2). Salary increases to \$35,296 following successful completion of 6 month probation period.

To see more information on why Acadia is an employer of choice, please visit our website at:
<http://www.acadiau.ca/human>

Internal candidates (members of SEIU Local 2) must apply by **28 August 2014**. Please include with your resume and cover letter a Job Posting Application Form, quoting competition #14-12-AU.

Applications from external candidates are also encouraged; however, consideration is dependent upon result of internal competition. To apply, forward a completed Employment Application form, quoting competition #14-12-AU in the subject line, and forward with your resume via:
E-mail: Employment@acadiau.ca
Fax: 902-585-1075

For further information, please contact Marian Reid at 902-585-1117 or marian.reid@acadiau.ca

Acadia University is committed to employment equity and values a diverse and inclusive workplace. We make every effort to hire exceptional individuals; however, Canadians and permanent residents will be given priority. We thank all applicants in advance, and advise that only those invited for an interview will be contacted. The University reserves the right not to fill this position. A six-month eligibility list may be established from this competition to fill future vacancies for identical positions.