



THE SEVEN OAKS SCHOOL DIVISION

invites applications for

Casual Library Technician

Casual Employees are called on an as-needed basis to fill in for permanent staff who are absent due to illness, vacation, professional development training, etc. Casual Library Technicians are responsible for Organizing and maintaining the library collection in support of the education curriculum. Provide services such as assisting students and teachers in circulation, obtaining reference materials and supervising students; technical services of acquisitions, cataloguing and processing within the guidelines of the Seven Oaks School Division policy [GCDAG](#) and [GCDAH](#).

DUTIES:

- Circulate all library material including books, periodicals, vertical files, computer software, and audiovisual software and hardware.
- Assist students/staff with reference questions.
- Shelf incoming materials and file cards for outgoing materials.
- List overdue materials or send notices where applicable.
- Supervise students in the library.
- Provide library orientation.
- Assist with and demonstrate use of audio-visual equipment and learning technology.
- Compile curriculum related packages and lists for teachers.
- Provide inter-library loan.

QUALIFICATIONS:

- Applicants must possess a Library and Information Technology Diploma or be currently enrolled in the Red River College program.
- Computer knowledge including automated library systems, information databases, advanced internet searches.
- Ability to lift and carry equipment and books weighing between 10 and 25 kg and to climb stools/step ladders when shelving/retrieving books.
- French is an asset.
- Ability to communicate effectively both verbally and in writing with all levels of students, staff, and the community.
- Knowledge of learning technologies.

Salary is according to the C.U.P.E. Local 2938 Collective Agreement, starting at \$26.89 per hour. For detailed job description please visit www.7oaks.org and review Policy [GCDAH](#).

To Apply:

Applications are accepted online [HERE](#).

Please attach a cover letter and resume, with three professional references.

The Division will be pleased to accept all applications, however, only those candidates selected for an interview will be contacted by e-mail.

Employment is conditional upon successful clearance through Child Abuse Registry and Criminal Records Checks. Responsibility for acquiring these lies with the employee.

Seven Oaks School Division is committed to building an inclusive and diverse workforce. Reasonable accommodations are available for any candidate who may experience barriers during the interview and assessment process. Please contact Human Resources to arrange reasonable accommodations.