

## PSAC Job Description

<b>Job Title</b>	<b>Senior Library Assistant III</b>	<b>Rate of Pay</b>	In accordance with CA
<b>Classification</b>	Student Assistant III	<b>Approved</b>	June 30, 2021

### Job Summary

To provide support to library functions and to provide customer service to library patrons, including opening and closing procedures.

### Primary duties:

1. Shelve, shelf-read and straighten the library collection
2. Circulation: loans, returns, renewals, holds, monitor collection security, patron registration.
3. Handle money
4. Patron assistance (directional questions, basic catalog and database searches, assist with appointment bookings and greet patrons on appointment, answer the telephone)
5. Machine operation, maintenance, and cleaning (computer workstations, printers, photocopiers)
6. Execute opening & closing procedures independently
7. Delegate tasks to Student Assistants I/II in the absence of or at the direction of regular library staff
8. other relevant duties as assigned

### Qualifications

#### Skillset:

1. Ability to work independently and/or with others effectively
2. Ability to work courteously with the public
3. Ability to communicate clearly and effectively
4. Strong attention to detail, excellent problem solving skills and self-motivated
5. Effective communication skills, reading skills and numerical abilities
6. Computer literacy and experience with Microsoft Office and databases

#### Education:

1. Preference given to current Brandon University student (full-time or part-time); nearing completion of or completion of an undergraduate degree is required

#### Experience:

1. Advanced training and/or specialized experience is required
2. Familiarity with the library collections, library policies and procedures, and knowledge of the Library of Congress Classification System
3. Previous library experience is required

### Working Conditions

1. Work with minimal supervision
2. Working hours may include day, evening or weekend shifts, as needed
3. Physically able to lift library materials, bend to shelve, maneuver large heavy book carts, and stand for extended periods of time
4. Criminal Record Check and Child Abuse Registry Check required

### Alternate Job Titles may include:

1. Student Library Support III
2. Student Library Assistant III