NOTICE OF POSITION VACANCY
AN OPENING EXISTS FOR:

POSITION: STUDENT ASSISTANT
LOCATION: AILSA CRAIG BRANCH

PAY RATE: Student minimum wage - $16.20/hour
                       This position also receives 4% vacation pay

HOURS OF WORK:Part-time shift work each week – approximately 3-6 hours per
                       week. Additional hours may be available in the summer to support
                       programming. All part-time positions are capped at 25
                       hours/week. This is a permanent year-round position.

NOTE: The schedule is determined by the Branch Supervisor. Additional hours may
be required during busy seasons (March Break, summer, etc).

POSITION DESCRIPTION:

Please refer to the Job Description available on the website www.middlesex.ca

You must be at least 14 years of age and attending secondary school to be eligible for
this position.

Your resume plus a letter indicating why you are interested in the position will be
accepted by the undersigned up to:

12:00 noon on Wednesday, May 28th 2025, **via email only** to librarian@middlesex.ca .

You will receive a return email acknowledging receipt. Following this, only applicants
selected for interviewing will be contacted.

Middlesex County is an equal opportunity employer. Accommodations are available for
all parts of the recruitment process. Applicants need to make their needs known in
advance. Accessible formats or communication supports are available upon request.
Please contact Lindsay Brock, Director of Library Services/CEO, 519-245-8237 x 4022.

Posted Wednesday, May 14th, 2025

MIDDLESEX COUNTY
POSITION DESCRIPTION

Title: Student Branch Assistant
Department: Library
Reports to: Branch Supervisor
Positions Supervised: N/A
Effective Date: August 2000; January 2014; April 2024

Authorized: Director of Library Services/CEO

POSITION SUMMARY

The Student Branch Assistant assists the Supervisor or Branch Assistant with library procedures including shelving books, shelf reading, circulating library materials, assisting with programs and displays. Assists library patrons with using the computer catalogue, Internet, locating information.

PRIMARY JOB DUTIES & RESPONSIBILITIES

1. Shelves returned books.
2. Reads and straightens shelves to keep books in proper order.
3. Checks in returned library materials; renews materials; collects fines as directed by the Branch Supervisor.
4. Checks out library materials as required.
5. Handles basic requests from patrons for help in finding a book or information; refers more complex requests to senior staff, and also refers any request not successfully answered. This includes assisting patrons with the use of the computer catalogue and other electronic resources.
6. Trouble-shooting and addressing problems with equipment and technology as needed.
7. Helps with incoming and outgoing collection deliveries, as directed.
8. Under the direction of the Supervisor, assists with programming by preparing needed materials, assisting adult staff in program execution, and cleanup work.
9. Assists with making, assembling and setting up library displays.
10. Carries out other duties such as light cleaning.
11. Upholds the Library's code of conduct.
12. Complies with all Health & Safety policies, procedures and responsibilities.

CONTACTS

Internal	**External**
Branch Supervisor	Library patrons
Branch Assistant	Program participants
	Volunteers

TOOLS AND EQUIPMENT

Computer, book carts

PHYSICAL REQUIREMENTS

Regular lifting up to 25 lbs and occasional lifting up to 35 lbs; standing, reaching, squatting required to re-shelve books and to assist patrons.

MINIMUM QUALIFICATIONS

1. Currently attending secondary school or higher education with a good academic standing.
2. Good general knowledge and an interest in reading.
3. Good communication and customer service skills.
4. Willingness to work after school, evenings and Saturdays as required.

The skills for this position are generally learned within 3 months of starting. This is often a student's first job. Students develop increasing skills as they complete more months or years of service but the basic tasks are learned quickly.