NOTICE OF POSITION VACANCY
AN OPENING EXISTS FOR:

POSITION: STUDENT ASSISTANT
LOCATION: PARKHILL BRANCH

PAY RATE: Student minimum wage
This position also receives 4% vacation pay

HOURS OF WORK:Part-time shift work each week, maximum 25 hours per week

NOTE: Hours typically total 10 per week. 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.library.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 16th, **via email only** to lbrock@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, County Librarian, 519-245-8237 x 4022.

posted Wednesday May 9 2018

CORPORATION OF THE COUNTY OF MIDDLESEX

POSITION DESCRIPTION

Title:	Branch Student Assistant
Department:	Library
Reports to:	Branch Supervisor
Positions Supervised:	0
Effective Date:	August 2000; Revised January 2014
Authorized:	County Librarian/CEO

POSITION SUMMARY

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.

PRINCIPAL 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. Answers the telephone and phones patrons to let them know requested materials have arrived.
7. Helps with exchanges by packing, labeling, unpacking boxes, shelves, chooses paperbacks to be returned to library office.
8. Assists with programming by preparing needed materials, listening to the children's book reports during summer reading club, helping with special programs where extra staff are needed because of audience size.
9. Assists with making, assembling and setting up library displays.
10. Carries out other duties such as running errands, dusting shelves.

CONTACTS

Internal
Branch Supervisor
Branch Assistant
Volunteers

External
Library patrons
Program participants

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. 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.