

LIBRARY AND ARCHIVES ASSISTANT (Permanent, Part-time 20 hours/week)

POSITION PROFILE

Under the direction of the Librarian, the Library & Archives Assistant is responsible for the organization, preservation, and access of the St. Jerome's Archival Collection. They will also support general library operations, including customer service and ensuring proper closing procedures during evening shifts.

Why St. Jerome's University?

At St. Jerome's University, we embrace and celebrate the philosophy of educating the whole person – intellectually, physically, emotionally, and spiritually. Our commitment to academic excellence and to the integration of knowledge, research, and experiential learning allows us to inspire learning and discovery not only in our students but also in those with whom we interact. We foster a respectful, inclusive community that is centered on the well-being of our students and the promotion of the common good, consistent with the ideals of the contemporary Roman Catholic Church.

How will you contribute as the Library and Archives Assistant?

- Request and process archival materials in accordance with the Rules of Archival Description (RDA)
- Respond to requests for archival material, from the SJU community and public
- Responsible for creating and updating electronic archival records
- Maintain usage statistics for the archives collection
- Perform duties related to the preventative conservation and storage of materials
- Create archival displays which showcase the St. Jerome's Archives Collection
- Provide supervision, coaching, and assistance to student assistants as required
- Responsible for ensuring that proper procedures are followed during evening shifts and closing of the library
- Respond to complex patron reference questions at the Library Information Desk
- Refer patrons to other library and university service points as appropriate

As a successful Library and Archives Assistant, you possess:

- Post-secondary training/courses in library archival or records management
- Experience working with records management in a library setting
- Strong organizational skills
- Exceptional attention to detail to maintain integrity and accuracy of library records
- Good interpersonal and communication skills
- Demonstrated commitment to high quality customer service
- Ability to lift boxes containing archival materials (up to 25 lbs)
- Ability to climb stairs

The Way We Work & Live

Employees have opportunities to participate in our community, work within cross-organizational teams, demonstrate their commitment to learning and development, and contribute to the University's mission. As a federated university

with the University of Waterloo, St. Jerome's University employees, just like our students, enjoy the advantages of a small community while have the opportunity to participate and contribute to the greater community.

St. Jerome's University is located on the traditional territory of the Neutral, Anishinaabeg and Haudenosaunee peoples. Our University is situated on the Haldimand Tract, the land promised to the Six Nations that includes ten kilometres on each side of the Grand River. We give thanks for the privilege to work and live on this land, and we are committed to building respectful relationships with Indigenous people and communities, to enhance our knowledge, and learn how we can have an active role in reconciliation.

To view the full job description, follow this link: [Library and Archives Assistant](#)

To Apply: Please send your application to sjuhr@uwaterloo.ca by Wednesday, August 31, 2022, Attention: Michelle Atkin, Associate Librarian

The University respects, appreciates and encourages diversity. Applications from all qualified individuals are encouraged.