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|  LIBRARY, ARCHIVES AND ADMINISTRATIVE ASSISTANT |

**JOB DESCRIPTION:** **Pay Group 3**

**General**

Reporting to the Collections Management Associate (Human History), the Library, Archives & Administrative Assistant is responsible for integrating Department of Archaeology books and documents into the Museum’s internal library and archival system.

**Key Accountabilities & Typical Duties**

1. Use the Museum’s in-house library collections management system (Cuadra STAR) to catalogue books and documents.
2. Review books to ascertain if there is duplication within the system, catalogue new titles and prepare the books for shelving.
3. Copy cataloguing and assigning LC numbers and subject headings
4. Undertake minor book repairs if required
5. Other library and archive-related duties as required
6. Working with the Departmental Assistant, general discard and tidying related to this project.

**MINIMUM REQUIRED QUALIFICATIONS:**

Education, Training and Experience

1. Completion of a high school diploma,
2. Completion of a recognized Library and Information Technology Program and related library experience Or an equivalent combination of post-secondary education that included library courses and library experience,
3. Experience in Microsoft office software and library collections database software,
4. Training in archaeology is an asset

Skills, Abilities and Knowledge

1. Ability to work independently
2. Good organizational skills
3. Accuracy in performing tasks
4. Demonstrated working knowledge of and skill in Microsoft Office, Windows, and database applications
5. Ability to multi-task, work as part of a team, and take initiative independent of direct supervision
6. Strong research and evaluation skills.

Or an equivalent combination of education and experience

This is a full-time term position from Nov. 14, 2022 to March 31, 2023. The wage starts from $18.00 to 22.78 per hour. Please submit your cover letter and resume by November 9, 2022, to:

Manager of Volunteer & Employee Relations

The Manitoba Museum

190 Rupert Avenue

Winnipeg, MB R2B 0N2

Email: hr@manitobamuseum.ca

Fax: (204) 942-3679

*The Manitoba Museum is committed to inclusion and employment equity and welcomes diversity in the workplace. This document is available in other formats and accommodations will be provided throughout the selection process upon request. Contact Human Resources at 204-956-2830 if you have an accommodation request.*

*We thank all applicants for their interest; however, only those being considered for interviews will be contacted. We are not able to acknowledge receipt of applications submitted via Fax or mail.*