



## LIBRARY ASSISTANT

**Part-Time, Seasonal (Onsite, 16-20 hours per week)**

**Start Date: August 19<sup>th</sup>, 2024 – May 1<sup>st</sup>, 2025**

**Closing Date: June 1st, 2024**

Vanguard College is a bible college which exists to develop and mobilize Spirit-empowered leaders to be fruitful in God's mission. With 130 students on campus, 60 students on-line and approximately 30 staff we uphold the shared vision and values of Vanguard College and seek to make a significant contribution in shaping and inspiring the next generation of leaders for the kingdom of God in Alberta and beyond. Vanguard College offers ministry specializations in Global Pastoral, Next Generation, Worship, and Pastoral Care & Counselling.

Reporting to the Library Director, the Library Assistant serves students, faculty and patrons of the College in the library. The 16-20 hours may be scheduled over 3-5 time blocks per week, and may include one evening shift.

### Key Functions:

1. Ensure resources are available and accessible through orderly management on the shelves and in the catalogue.
2. Provide reference services for students, faculty and other library users that contribute to their information literacy skill development.
3. Facilitate an excellent learning environment to encourage research, study and learning and provide an intellectual environment that will promote Christian thought in scholarship and experience.
4. Provide client-services to students, faculty, and other library users through relational ministry.

### Key Skills:

1. Excellent organizational and administrative skills when working with staff and faculty members.
2. Excellent written and oral communication skills.
3. Strong computer skills, using tools such as MS Office suite in a Windows environment, and the ability to problem solve various types of technology with and for library users.
4. Attentive to detail, particularly regarding library catalogue records.
5. Ability to conduct a high level of research and present information clearly and creatively.
6. Able to work independently and as part of a team.

### Education and Experience:

- A diploma or bachelor's degree from an accredited institution or significant experience with postsecondary education.
- Library Technician's diploma preferred, but not required.
- Experience working in a library, post-secondary institution, or similar organization preferred.
- Familiarity with library classification, and current cataloguing standards.
- Evidence of life and experience in like-minded Christian community.
- Commitment to shared values, mission and vision of Vanguard College.

We thank all applicants for their interest. If you identify with these values and possess these skills, please send your cover letter and resume to [humanresources@vanguardcollege.com](mailto:humanresources@vanguardcollege.com), subject line: Library Assistant.