

## LIBRARIAN

### Library Services

<b>Location:</b>	Cold Lake campus	<b>Job number:</b>	23-LBRY-103-PC
<b>Position type:</b>	Full-time continuous	<b>Posting date:</b>	June 13, 2024
<b>Salary:</b>	Commensurate with education and experience	<b>Closing date:</b>	Until a suitable candidate is found

### ABOUT THE POSITION

Portage College has an exciting opportunity for a Librarian to join our Library Service's team. Reporting to the Library Services Coordinator, the individual in this role will be accountable for various daily tasks including the circulation of library materials, facilitating interlibrary loans, offering reference services, providing instruction on library databases and electronic resources, leading sessions on information literacy, research skills, and citation styles in classroom settings, coordinating on-site bookstore rentals and sales, and maintaining the Cold Lake library's collection.

Responsibilities include:

- Assisting with Microsoft Office, G Suite applications, APA/MLA citation styles, essay formatting, electronic resources, internet searching, printing, and photocopying.
- Teaching research skills, citation styles, and information literacy through one-on-one sessions and class instruction.
- Communicating with instructors to tailor library sessions to their needs, promoting academic integrity and plagiarism avoidance among students.
- Creating and maintaining online instructional materials, such as research guides, videos, and tutorials.
- Facilitating interlibrary loans, library circulation, bookstore sales & rentals.
- Handling copyright issues, including policy maintenance, obtaining permissions, and staying updated with developments.
- Assisting instructors in finding resources for courses and research projects.

### QUALIFICATIONS AND EXPERIENCE

- Master's degree in library and information studies or library studies.
- Previous experience in an automated library environment would be beneficial.
- Possession of a certificate in Canadian copyright law or the ability to obtain one is desired.
- Excellent verbal and written communication skills are required.
- Strong skills in organization, multitasking, data entry and telephone etiquette.
- Ability to work independently, but also part of an integrated and dynamic team.
- Proficient with computers, especially MS Office.
- Knowledge or experience with Moodle or other Learning Management System would be an asset.
- Successful applicant will be required to provide a current police information check and driver's abstract.

### ABOUT THE COLLEGE

We acknowledge that Portage College's service region is on the traditional lands of First Nation Peoples, the owners of Treaty 6, 8 and 10, which are also homelands to the Métis people. We honour the history and culture of all people who first lived and gathered in these lands.

Portage College has been serving the region for 50 years and is a first choice post-secondary institution for learners in northeast Alberta. You will find that we are a college that combines quality with innovation. In fact, Portage

College is considered a leader when it comes to providing students with a flexible first-class educational experience. We offer a wide range of programs in health and wellness, business, human services, university transfer, food sciences, trades and technology, native arts and culture, and in academics for career and education.

As a member of the Faculty Association, our instructors have access to a number of benefits that include generous vacation days (42 vacation days/year plus other paid time off), participation in the College pension plan, excellent health and dental benefits, and access to a strong professional development fund that allows employees to grow and develop professionally by taking college or university courses or attending conferences or workshops.

## HOW TO APPLY

Portage College is committed to building a skilled, diverse workforce reflective of Canadian society.

If you have the right qualifications, experience and motivation to do extraordinary things at Portage College, we would love to hear from you. Email your cover letter and resume to [hr@portagecollege.ca](mailto:hr@portagecollege.ca). If you have any questions, call us at **780-623-5747**. Please note we do not accept third-party resume and cover letter submissions.

The College appreciates the interest of all applicants, however, only those selected for an interview will be contacted.

