

VACANCY NOTICE for members of FUNSCAD, Unit II – START DATE August 16, 2010



POSITION: Library Technician, Visual Resources Collection
SALARY RANGE: GROUP 1 (pending position evaluation)
UNION: FUNSCAD Unit II
DEPARTMENT: Library - Visual Resources Collection
HOURS OF WORK: Regular Full-Time, 35 Hours per week, Monday to Friday

POSITION SUMMARY

The Library Technician, Visual Resources Collection, is responsible for assisting in the delivery of library services in a dynamic environment. The Library Technician performs duties related to reference, circulation, cataloguing and processing materials in both analog and digital formats. The Library Technician provides instruction in the use of the Visual Resources Collection, and also ensures the implementation and application of adequate health and safety policies and practices. The Library Technician supervises the area in the Director's absence.

SPECIFICATIONS

A Librarian Technician diploma, an undergraduate degree, and a minimum of one year of employment experience in a library required. (Preference will be given to applicants who have taken courses in Art History or the fine arts.)

The following skills are required:

- Proficiency in database and word processing applications.
- Knowledge of contemporary cataloguing standards and practices, e.g. AACR2 and CCO.
- Research skills using print and electronic resources.
- Awareness of current and emerging new technologies including digital imaging.

Interpersonal skills and the ability to communicate effectively are absolutely essential to this position. This position requires constant attention to detail and accuracy. These standards must be maintained in an environment of frequent interruptions.

Applications from FUNSCAD Unit II will be given priority consideration until August 6, 2010. Interested candidates may submit applications Keera Buchanan, Director of Human Resources, NSCAD University, 5163 Duke Street, Halifax, NS, B3J 3J6 or submit your resume via email to mhalstead@nscad.ca .