

**Evening & Week-end Supervisor  
University Libraries**

Dalhousie University is Atlantic Canada's leading research-intensive university and a driver of the region's intellectual, social and economic development. Located in the heart of Halifax, Nova Scotia, with an Agricultural Campus in Truro/Bible Hill, Dalhousie is a truly national and international university, with more than half of our 19,000 students coming from outside of the province. Our 6,000 faculty and staff foster a vibrant, purpose-driven community, that celebrated 200 years of academic excellence in 2018.

University Libraries support and advance learning and research endeavors by providing collections, facilities and services that expedite access to the world's information and knowledge. Reporting to the Manager, Library Services (Sexton), this is a service-oriented position (frontline and Resources), with a priority to provide quality service to library customers and to represent the Library in working with members of the University and external communities.

**Key Responsibilities:**

- Perform circulation duties, including check-in/check-out library materials, set up and modify patron records, process reserve materials, Novanet Express requests and requests for searches/holds/recalls of library materials, prepare items for courier.
- Responsible for the orderly and efficient running of the Access Services department during evenings and weekends. Supervise student employees during the academic year in their work during evening/weekend shifts, checking and assigning work.
- Conduct preliminary reference interviews and provide general reference services to patrons at the single service point.
- Catalogue (advanced and original) all material types and formats for General Collections, Special Collections, Government Documents, Standing Orders, and Serials using the ILS.
- Troubleshoot simple and complex electronic resource access problems by analyzing errors and applying appropriate solutions.
- Perform lending function of document delivery including document retrieval copying, scanning, saving documents as electronic files, and transferring electronic files.

**Note:** Hours of work are September to late April: Tuesdays 10 am – 6:00 pm; Wednesday to Friday 1:30 pm – 9:00 pm; Saturday 10:00 am – 6:00 pm. Late April to August: Monday & Tuesday 1:30 pm – 9:00 pm; Wednesday to Friday 10:30 am – 6:00 pm; and every other Saturday 1:00 pm – 6:00 pm.

**Qualifications:** Completion of a Library & Information Technology Diploma, with approximately one to two years' library experience (or an equivalent combination of training and experience) is required. Basic knowledge of cataloguing, experience searching and using library databases and electronic resources is required. Must have demonstrated proficiency in MS Office (Word, Excel), an aptitude for using a variety of software programs, and familiarity with computerized library systems. Excellent communication, teamwork and customer service skills in a busy and detail-driven environment are essential. Supervisory experience preferred.

*Dalhousie University supports a healthy and balanced lifestyle. Our total compensation package includes a defined benefit pension plan, health and dental plans, a health spending account, an employee and family assistance program and a tuition assistance program.*

*Bargaining unit employees for NSGEU local 77 are given first consideration and will be notified regarding the status of their application. All other applicants will be considered when there is no qualified internal candidate. We thank all applicants for their interest, however, only candidates selected for an interview will be contacted.*

*Dalhousie University is committed to fostering a collegial culture grounded in diversity and inclusiveness. The university encourages applications from Aboriginal people, persons with a disability, racially visible persons, women, persons of minority sexual orientations and gender identities, and all candidates who would contribute to the diversity of our community. For more information, please visit [www.dal.ca/hiringfordiversity](http://www.dal.ca/hiringfordiversity)*

**Apply online by March 7, 2019 to competition N77-19021.**

**Salary Range:** \$22.28 - \$27.17 per hour (32.5 hours per week, \$37,647 - \$45,911 annually). (C-5)

This position is part of the Nova Scotia Government and General Employees Union Local 77 (NSGEU).

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