



**Date:** August 11, 2023

**Competition:** #23-71A

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**APPLICATIONS ARE INVITED FOR THE FOLLOWING  
PART-TIME CASUAL POSITION**

**Position:** Library Assistant, Casual (1000296)

**Division:** Library

**Reporting To:** Director, Library Services

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**Justice Institute of British Columbia:**

The Justice Institute of British Columbia (JIBC) is a public, post-secondary institution that provides education and training to those who'll be there to support British Columbians and others around the world, when a life is at stake or when health, safety or property is in jeopardy. Work for JIBC and be a part of the big picture – supporting justice and public safety professionals at all stages of their careers in fields including law enforcement, firefighting, paramedicine, security and emergency management.

As a JIBC employee you'll play a role in supporting our educational programming, which also includes complementary and related areas of study – from conflict resolution, mediation, leadership and counselling, to cybersecurity, business intelligence, and tactical criminal analysis – as well as applied research in the justice and public safety fields. Join our team and help us prepare JIBC graduates to contribute to safer communities and a more just society.

**Position Summary:**

The primary role of this position is to staff the Library during the evening, circulating books, DVDs, laptops and iPads, answering basic questions (in person and by phone), selling copy cards, and other various duties.

**Primary Responsibilities:**

- Performs circulation desk duty that includes entering borrowers' data into the Library computer system, and checking in/out books and DVDs.
- Also lends and checks in equipment: laptops, iPads and accessories, informing borrowers of appropriate guidelines. Confirms all equipment functions properly upon return.
- Answers basic inquiries about:
  - borrower eligibility (determined via Colleague and Library guidelines) and policies re renewals, holds, etc
  - Microsoft Office applications as well as computer equipment enquiries.
  - use of Library resources (catalogue, Library and JIBC website).
- Handles all monetary transactions for the sale of copy cards, including reloading, refunding, etc.
- Shows students how to use the multifunction machine for photocopying and printing from computers, and for scanning documents. Answers questions and troubleshoots re multifunction machine.
- Books study rooms for students.
- Ensures that Library guidelines are followed (e.g. food, noise, use of computers, etc.)
- Records activity statistics (re questions asked and tasks completed).
- Other duties as required.

## Qualifications & Requirements:

- Secondary school graduation.
- Library Technician Diploma (or working towards one) is an asset.
- Two years related experience preferably in an academic library setting is an asset.
- Experience working with an integrated library system (SIRSI preferred) is an asset.
- Proficiency required in the Microsoft Office Suite and various Internet applications.
- Excellent verbal and written communications, including accurate spelling, grammar, and proofreading.

## Knowledge, Skills and Abilities

- Strong customer service commitment.
- Ability to exercise tact, diplomacy and patience in dealing with others including JIBC staff, faculty and students and engage in mutual problem solving.
- Proven ability to meet deadlines, establish priorities and maintain a high level of accuracy, while managing a high volume of work.
- Proven ability to multi-task and to carry out complex instructions accurately and work with regular interruptions.
- Good working knowledge of the Library of Congress Classification system is an asset.
- Ability to exercise good judgement, take initiative, and be flexible.
- Ability to adapt to new technology and processes.
- Ability to work well independently and with others in a team setting.
- Ability to work well under pressure.
- Ability to lift boxed course materials and equipment (up to 25 lbs.)

**This position will work from 4pm to 8pm Monday to Wednesday, with shifts possible on Thursdays and Saturdays depending on operational needs. From 5pm to 8pm this position will be the sole Library employee. Shifts may be split amongst two casual employees if needed, although one is preferred.**

**Shifts are set to begin in early September and end in April 2024 with a two-week break in December.**

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**Salary Range:** \$26.85 to \$28.67 per hour (BCGEU Position – Grid 9)

**Posting Date:** August 11, 2023

**Closing Date:** Open until filled, with a first review of candidates on August 21, 2023

**Please feel free to contact April Haddad, [ahaddad@jibc.ca](mailto:ahaddad@jibc.ca) for more information about this position.**

**PLEASE SUBMIT YOUR RESUME TO HUMAN RESOURCES at [hr@jibc.ca](mailto:hr@jibc.ca) BY 3:30 PM ON THE CLOSING DATE QUOTING COMEPTITION #23-71A.**

Justice Institute of British Columbia believes in creating accessible programming, workplaces and spaces that reflect the community we serve. Our desire is to continue to build an inclusive culture that encourages, supports, and celebrates the diverse voices of our employees and students and where everyone feels empowered to share their experiences and ideas.

We encourage applications from members of groups that have been marginalized on any grounds named under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or a person of Indigenous ancestry.



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