

**Looking for experience?  
Need a little cash?  
Apply to be a LIBRARY STUDENT ASSISTANT  
@ The NSCC-AVC Library**

**This position will provide a rewarding experience for the successful candidate by strengthening technical expertise, improving service and communication skills, as well as developing time management and organizational skills.**

**Shifts needed:**

Library Student Assistants will be required to work two 6:00 pm - 8:00 pm shifts and one weekend shift each week. Additional hours may be available from time to time.

**Responsible for:**

- Circulation of Library materials (using ALEPH software)
- Providing basic reference services (Helping patrons navigate in Novanet and the electronic databases)
- Shelving of Library materials & collection maintenance
- Providing basic technical assistance (photocopier, printers, and scanner)
- Providing basic assistance using Microsoft Windows based software applications (MS Word, Excel, etc.)
- Other general duties

**The Library is at the Lawrencetown Site. Applications are invited from ALL PROGRAMS of the Campus. A complete job description is available from Library Staff. Training will be provided to the successful applicant.**

**QUALIFICATIONS:**

The successful applicant will be enthusiastic, reliable, and demonstrate competence in dealing with the public and with technology, including common office software applications. The ideal candidate will be a lifelong learner eager to share their skills.

**SALARY: \$10.00 per hour**

**CLOSING DATE: Friday, September 10<sup>th</sup>, 2010 at 4 pm.**

**TO APPLY:**

Please submit a cover letter and resume, including three references to:

**Library Staff at Lawrencetown Site**

**OR Email: [trish.leblanc@nsc.ca](mailto:trish.leblanc@nsc.ca)**