



Regis College

Jesuit School of Theology in Canada

La Faculté Jésuite de Théologie au Canada

100 Wellesley Street West

Toronto ON M5S 2Z5

EMPLOYMENT OPPORTUNITY

Part-time Library Technician **One year contract (with possible extension)**

Regis College is a Catholic, Jesuit graduate school of theology, affiliated with the University of Toronto through the ecumenical Toronto School of Theology. It aims to form women and men for ministry and service in the Church and society according to the charism and traditions of the Society of Jesus and insights of the Spiritual Exercises of St. Ignatius of Loyola.

Purpose: Reporting to the Chief Librarian, this is a general position providing a variety of duties in both public and technical services for the college library. It is a one-year contract position with the possibility of an extension.

Hours: 16 hours/week

Responsibilities:

User Services

Staff the circulation desk and provide assistance to patrons

Assist patrons with use of library equipment (Computers, scanner, etc.)

Collection Management

Receiving – order receiving, invoice reconciliations and vendor management, claims and returns

Serials Management – serials check-in, claims, invoice processing and recordkeeping/statistics

Other/occasional - Assist with the evaluation of donated items, shelving, shifting, preparing and co-ordinating binding shipments and repair.

Qualifications

- Library Techniques Diploma or equivalent.
- Relevant experience in an academic library
- Reading knowledge French is desirable
- Experience using library management systems and standard office applications
- Excellent interpersonal relations, organization and communications skills.

To apply, please submit your resume and cover letter in MS Word or PDF format to regis.library@utoronto.ca. A review of applications will begin February 3, 2020.

We anticipate a February 24, 2020 start date for the successful candidate.

We thank all applicants for their interest, however only those candidates selected for an interview will be contacted.

Regis College complies with the Accessibility for Ontarians with Disabilities Act (AODA) and will provide reasonable accommodations to individuals with disabilities. If contacted for an interview, and accommodations are needed, please inform us at that time.

Jan. 17, 2020