

Summer Job Available – Regis College Library
Student Library Assistant – Temporary Full Time.
July 4, 2022 – Sept 2, 2022

Summary

The student assistant will assist with collection management projects and day to day library operations. Position pays \$15/hr plus 4% vacation pay.

DUTIES

- Searching bibliographic databases
- Moving and sorting library print materials.
- Opening and/or closing library, depending on the shift.
- Conducting circulation transactions.
- Shelving book and journal volumes.
- Assisting patrons in using the library

QUALIFICATIONS

- Normally must be a current Regis College student.
- Database searching skills – LibrarySearch and WorldCat experience an asset
- Ability to deal with the public, answer elementary questions regarding library services and collection.
- Ability to work independently after appropriate training.
- Accuracy and attention to detail are essential
- Reading knowledge of French an asset

Applications

Applications, i.e. cover letter and resume, may be dropped off at the library or e-mailed to regis.library@utoronto.ca by June 10, 2022.

Further Information

For further information contact Teresa Helik at 416 922 5474 ext 235 or at teresa.helik@utoronto.ca