



## **SCHOOL DISTRICT #43 (COQUITLAM)**

Invites applications for:

### **On-call Casual Library Assistant II**

Coquitlam School District invites applications from individuals for the position of on call casual Library Assistant II. As the third largest school district in the province, we are located within a 40-minute drive from downtown Vancouver. The school district has a population of 32,000 students with approximately 4,300 teaching, administrative, managerial and support staff.

This on call position is responsible for providing support services in the school's library. This includes cataloguing and classifying a variety of library items including both print and non-print materials, processing library items including adding security features. In addition, duties include circulating library materials using the automated system, performing shelving and shelf reading, maintaining an inventory of supplies and equipment, answering questions and assisting staff and students, assisting in the supervision of the library and library computer lab, following up on overdue items, performing clerical duties pertaining to the library and other related tasks as instructed by the teacher-librarian(s).

#### **Required knowledge and skills**

- A two (2) year diploma in Library Technology from a recognized college/institution or equivalent training and experience including a minimum of three credit courses in library technology;
- Able to multi-task and interact with students, parents, teachers, support staff and administration;
- Type a minimum of 40 wpm.

We offer \$26.22 per hour plus 16% in lieu of benefits. Please note successful candidates must be available Monday through Friday while school is in session for on call casual work and must complete two criminal record checks prior to confirmation of hiring.

To apply, please click on the following link and create a user account/profile. <https://ejp.sd43.bc.ca/postings/Account/Login> Once you have completed your profile you will have access to the job postings.

***We appreciate your interest but regret that only those candidates selected for testing will be contacted.***