

Job offer for students - Canada Summer Jobs program

Library Clerk (2 positions)

Where: **Moncton Public Library**

When: 8 weeks, from June 24 to August 16, 2018, from Sunday to Thursday OR
8 weeks, from July 10 to September 1, 2018, from Tuesday to Saturday
36.25 hours per week, \$11.25 /hour

Tasks:

- Get familiar with the basic tasks and responsibilities in a public library
- Check out documents with an automated library system
- Shelving
- Help with various library programs
- Direct patrons to the different library services
- Answer telephone inquiries
- Have a good understanding of the library collections and the online public access catalogue.

Required qualifications:

- High school diploma;
- Bilingual (French and English);
- Familiar with new technologies;
- Customer service experience or library experience an asset;
- Sense of responsibility and initiative;
- Between 15 and 30 years of age at the start of employment;
- Registered as full-time student in the previous academic year and intend to return to school on a full-time basis in the next academic year;
- Canadian Citizen, permanent resident, or person on whom refugee protection has been conferred under the Immigration and Refugee Protection Act;
- Have a valid Social Insurance Number at the start of employment and be legally entitled to work in Canada.

Please note that students with disabilities, Indigenous students, students who are members of visible minorities and students who are new immigrants/refugees will have priority. The candidates must indicate clearly in their submission if they belong in one of the priority groups.

Deadline : May 21, 2018 at 5pm

Please submit your resume to the attention of Gilberte Arsenault, Resource Centre Secretary, by mail or in person at Moncton Public Library, 644 Main St, Suite 101, Moncton, NB, E1C 1E2, or by fax at 506-869-6040, or by e-mail at gilberte.arsenault@gnb.ca.