

## Job Description for Temporary, Casual or Interim Positions

|                                      |                                |                  |           |
|--------------------------------------|--------------------------------|------------------|-----------|
| <b>Job Title</b>                     | Student Library Assistant – 1C |                  |           |
| <b>Interim Job Code</b>              | INT046                         | <b>Pay Grid</b>  | Temporary |
| <b>Student Work Program Job Code</b> | WPS046                         | <b>Pay Grade</b> | Level 1   |

### Job Summary

Provide routine assistance for various library departments. Work is performed under close supervision and in accordance with established procedures.

### Accountabilities

1. Scan and digitize library materials.
2. Answer routine inquiries and provide general information for locating collections and services.
3. Assist students with basic multimedia software.
4. Copy or scan library materials in response to requests from users or other libraries.
5. Assist in the updating and maintaining of web pages, web maps, databases and other resources to improve access to the Library's collections.
6. Assist with the production of materials using a 3D printer.
7. Generate alternate format materials for students with disabilities.

### Qualifications

**Education:** High school diploma or equivalent.

**Experience:** Prior experience with basic computing software is an asset.

### Working Conditions

- Works under close supervision.