STAFF VACANCY

Brescia University College (www.brescia.uwo.ca), a Catholic university affiliated with Western University, is Canada's only women's university providing a rich educational experience to over 1,500 students. The Beryl Ivey Library at Brescia is seeking a dynamic individual to fill a position as:

SERVICE DESK COORDINATOR
(Temporary – 25 hours/week, March – November 2019)
(Hourly Rate between $25.26 to $29.93 depending on experience)

Working in support of the Beryl Ivey Library mission and vision, the Service Desk Coordinator participates in the creation and provision of key user services in a community-driven, dynamic environment. Reporting to the Public Services Librarian, the Service Desk Coordinator provides all aspects of user-centred circulation and reference services, including managing the Service Desk, answering patron enquiries through a variety of communication methods, providing technological assistance, and creating and maintaining learning materials in both print and electronic formats. Additional responsibilities include assisting with processing materials, library marketing, and statistics collection and analysis.

The Service Desk Coordinator requires an energetic, service-oriented individual, knowledgeable in user-focused service delivery, reference techniques, and library technology systems. An undergraduate degree and at least two years public service experience, preferably in an academic library setting, is required. A master’s degree in library and information science (or equivalent) or library technician diploma is an asset. Proficiency in Windows-based productivity software and online databases is a must. The successful candidate will have excellent communication, problem-solving, and time management skills. The ability to work within a team as well as demonstrate initiative and accountability for individual responsibilities is essential. Regular hours of work will be in the afternoons and evenings.

For a detailed description of the role, please email caroline.whippey@uwo.ca with your request.

Please submit a letter of application and resume by 11:59pm Wednesday, February 27, 2019 to:

Brescia University College
c/o Caroline Whippey
1285 Western Road
London, ON N6G 1H2
Email: caroline.whippey@uwo.ca

The University invites applications from all qualified individuals. Brescia University College is committed to employment equity and diversity in the workplace and welcomes application from women, members of racialized groups/visible minorities, Indigenous person, persons with disabilities, persons of any sexual orientation, and persons of any gender identity or gender expression.

Accommodations are available for applicants with disabilities throughout the recruitment process. If you require accommodations for interviews or other meetings, please contact Human Resources at brescia-positions@uwo.ca