



## Library Technician

Quest University Canada, an independent, not-for-profit, secular, liberal arts and sciences university, first opened its doors in Fall 2007. Our fully residential campus is situated in the beautiful Garibaldi Highlands of Squamish, British Columbia, midway between Vancouver and Whistler. Designed to prepare students for the challenges of the 21st century, Quest's pioneering academic program, highly-engaged student population, innovative services and practices, and outstanding faculty, continually receive world-wide recognition. Currently, the student community at Quest consists of over half from Canada, more than a third from the United States, and the remaining students representing forty-one other countries from around the world.

Quest University Canada seeks a **Library Technician** to participate in all areas of the Library's services and operations. The successful candidate will be responsible for a wide range of technical and public service activities. Primary emphases of this position are front-line Circulation and general Reference services, and collection maintenance; secondary attentions include Cataloguing, Reserves, Interlibrary Loans, supervising student workers, and social media updates. This position will work under the direction of the Technical Services Librarian, and report directly to the University Librarian.

The ideal candidate to join the Quest Library will have:

- Completed a 2-year Library Technician Diploma
- At least 2 years of academic library-related work experience, including Circulation experience
- Experience working with an ILS, preferably Voyager
- Knowledge of Circulation policies and practices
- Familiarity with Cataloguing practices and standards, including RDA
- Familiarity with social media best practices in libraries
- Experience using Excel spreadsheets and other Microsoft Office programs
- Excellent organisational, communication, and interpersonal skills
- Exceptional customer service skills.

The ideal candidate will have the ability to:

- Oversee many different tasks and responsibilities simultaneously with little supervision
- Work with internal and external patrons with tact and discretion
- Successfully develop and complete projects individually or as part of a small team
- Quickly adapt to changing duties and responsibilities in a flexible work environment
- Think creatively and see value in innovative and unconventional perspectives.

This position is a 15-month, full-time contract with possibility of renewal as a continuing position. Evening and weekend work, and the occasional statutory holiday, may be required.

Quest offers a competitive salary and benefits, and a dynamic workplace. For more information about Quest, visit us online at [www.questu.ca](http://www.questu.ca)

*For All Inquiries and to Apply:* Submit your resume and cover letter detailing experience to Venessa Wallsten, University Librarian, at [venessa.wallsten@questu.ca](mailto:venessa.wallsten@questu.ca)

*Closing Date:* January 6, 2019 or until the position is filled

*Start Date:* February 4, 2019

*All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. Quest University Canada respects and encourages diversity. **While we thank all applicants for their interest, only those applicants who have been given consideration for an interview will be contacted.***