



BOOTH
UNIVERSITY
COLLEGE

EDUCATION FOR A BETTER WORLD

Booth University College

Director of Library Services (Term, Part-time)

The Director of Library Services is responsible for daily operations of library branch/department, which includes supervision of staff, collection, and facility. The role provides professional research, reference, and consultation services for the Library and users.

SUPERVISORY FUNCTIONS: Has full supervisory responsibilities for all Library staff

ESSENTIAL FUNCTIONS OF THE JOB/ROLES AND RESPONSIBILITIES:

- Responsible for day to day operations of a library location and/or department including staff, facility, services, and resources
- Responsible for supervision, scheduling, & some training
- Responsible for the health, safety, and security of staff and customers in accordance with occupational health and safety legislation and library policies, and liaise with other University College departments as required.
- Help provide reference services for patrons
- Coordinate, plan, and conduct class visits, tours, and outreach
- Responsible for collection maintenance according to Fairbank Memorial Library Collection Policy guidelines
- Responsible for cash handling duties, including verification of floats
- Responsible for monitoring the handling of confidential information at department level, for including customer records, staff use of resources, public computer usage
- Responsible for fostering a positive and respectful workplace

QUALIFICATIONS

1. Required

- Satisfactory criminal record check
- Fully supportive of the integration of faith and learning in a Christian university-level setting and a commitment to the Mission of Booth University College
- Ability to integrate your Christian faith within the workplace
- Must be valid to work in Canada
- Master's degree in Library/ Information Studies from an institution accredited by the American Library Association
- At least one year professional library experience
- Must have a sound working knowledge of librarianship & Canadian Copyright legislation
- Ability to lead others



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- Professional knowledge in the use of library electronic resources
- Effective interpersonal skills are essential in dealing with the staff and public
- Effective written and oral skills in English are essential
- Computer skills are required in relevant software
- Ability to identify process improvements and efficiencies
- Hours of work to include one evening per week in Fall
- Familiarity with maintaining and updating webpages is an asset

2. Assets (Preferred Qualifications)

- Knowledge of The Salvation Army is an asset

This is a 6-month term, part-time position with up to 20 hours per week.

Booth University College offers a stimulating university college environment, a mission-driven purpose, and the opportunity to contribute to change as Booth UC moves forward on its commitment to its mission:

Education for a Better World.

Application Instructions

Applications may be submitted in confidence to Human Resources; Booth University College by email: BoothUC.Careers@boothuc.ca. Applications must include a cover letter. In the letter describe why you want to work at Booth University College. Also, please detail what key strengths you bring to this position. All qualified candidates are encouraged to apply however, in accordance with Canadian Immigration requirements, Canadians and permanent residents will be given priority.

Accommodations are available upon request throughout the recruitment process.

About Booth University College

Booth UC is a Christian university college located in Winnipeg, Manitoba (Canada) and rooted in The Salvation Army's history of meeting the needs of the most vulnerable in society. As an open-enrollment institution, we welcome students from many different backgrounds, cultures, and countries. Deeply committed to social justice, we blend Christian faith and rigorous scholarship with a passion for service. Our approach to learning is anchored in academic excellence and based on a vision of social justice, hope, and mercy for all. We are committed to our mission: **Education for a Better World**. This is described in our mission statement:

William and Catherine Booth University College, a Christian university college rooted in The Salvation Army's Wesleyan theological tradition, brings together Christian faith, rigorous scholarship, and a passion for service. The University College educates students to understand the complexities of our world, to develop the knowledge and skills necessary to be active contributors to society, and to know how the Christian faith compels them to bring hope, social justice, and mercy into our world.