

Job Posting: UTSC Student Library Assistants

Employee Group:

United Steelworkers (Casual Bargaining Unit)

Faculty/Division:

University of Toronto Scarborough Library – User Services Unit

Description:

This position is **on-site** in the library.

Shifts are scheduled Monday to Friday between 11:00 AM - 10:00 PM, and Saturday and Sunday 4:00 PM – 8:00 PM.

Student Library Assistants' tasks include:

- providing customer service and support to library patrons (students, faculty, staff) at the Information and Reference Desk
- assisting patrons in locating library materials and using library equipment
- enforcing the Quiet Library and other policies
- collecting statistics
- assisting in the ongoing maintenance of the library collection
- completing other duties as assigned

Successful applicants will receive training.

Qualifications:

Education: Applicants must be enrolled at the University of Toronto Scarborough and have completed one year of study.

Experience: Customer service experience is required; library experience is an asset.

Skills:

Successful applicants will:

- be highly engaged and motivated to provide effective customer service
- possess outstanding communication skills
- maintain a professional attitude, using tact and diplomacy in dealing with private or restricted information
- be detail-oriented, well-organized, and possess excellent time-management skills

- be reliable, punctual and dedicated to fulfilling scheduled shifts
- be comfortable working with a diverse range of people

Diversity Statement:

The UTSC Library is strongly committed to diversity and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

Accessibility Statement:

The UTSC Library is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodation as required for applicants with disabilities.

If you require any accommodation at any point during the application and hiring process, please contact [Adriana Sgro](#).

How to Apply:

Submit a resume and cover letter including your student number (Word or pdf) to Johnson Li (johnson.li@utoronto.ca). Applications will also be accepted through [CLNx](#). Positions are part-time, one term positions with the possibility of renewal.

Please note that only applicants selected for interviews will be contacted.

Hiring Rate:

\$20/hour

Submission Deadline:

August 10, 2025