

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 an essential service **on-site** in the library.

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

Student Library Assistants' tasks include:

- providing customer service and support to library patrons (students, faculty, staff) at the Information and Reference Desk and in the Library Makerspace
- 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; technical inclination is preferred.

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
- be comfortable exploring new technologies (hardware and/or software)

**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 accommodations as required for applicants with disabilities.

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

Closing Date: Monday, April 2, 2024

How to Apply:

Submit a resume and cover letter including your student number in a single electronic file (Word or pdf) using the naming convention LastnameFirstnameSLA to Adriana Sgro, Reference & Makerspace Supervisor at adriana.sgro@utoronto.ca. Applications will also be accepted in person at the Information Desk in the UTSC Library and through [CLNx](#). Positions are part-time, one term positions with the possibility of renewal. Posting will close when the positions are filled. *Please note that only applicants selected for interviews will be contacted.*

Hiring Rate:

\$18.00/hour