



EMPLOYMENT OPPORTUNITY

Cataloguing and Reference Technician

ABOUT MARIANOPOLIS COLLEGE

Founded in 1908, Marianopolis is a private English-language college in Montreal specializing in pre-university education for about 2,000 students. A gateway to the world's top universities, the College's record of academic excellence, on-time graduation levels and university-acceptance rates into competitive programs is unmatched in Quebec.

As members of a close-knit community, Marianopolis employees have the opportunity to excel professionally and enjoy generous benefits as well as a stimulating environment associated with working at one of the province's premier post-secondary institutions.

Title:	Cataloguing and Reference Technician
Reporting to:	Coordinator of Library Services
Classification:	Library Technician
Category:	Support Staff
Status:	Permanent, Full-Time
Working Hours:	Weekdays, 35 hours (10 am to 6 pm)
Hourly Rate:	\$22.23 to \$29.05
Start Date:	January 2022

NATURE AND SCOPE

Under the authority of the Coordinator of Library Services, the Cataloguing and Reference Technician is responsible for tasks related to the cataloguing of books and other materials, as well as assisting students in their research, and participating in the development and delivery of services to provide support for digitizing and archiving needs across the College. As a member of the department, promotes the Library's services and resources to the Marianopolis community.

RESPONSIBILITIES

- Using the Integrated Library System, provides original cataloguing and copy-cataloguing for print and non-print material
- Creates and updates authority records
- Downloads MARC records from BookWhere, as necessary
- Assists students in their research, both in person at the Library's Reference Desk and online via the Library's digital reference platform
- Participates in the development and delivery of services to provide support for digitizing and archiving needs across various College departments
- Assists with the animation of Library events and activities
- Ensures that Library policies are followed by all Library users



- Encourages and upholds an atmosphere of decorum in the Library
- Fulfills other duties as required

PROFESSIONAL ATTRIBUTES

- Service-oriented with a proven track record of working with the public in a welcoming, positive, and professional manner
- Ability to interact and work effectively with various groups, including students and faculty and staff
- Detail-oriented with a high level of efficiency; diligent with rules and procedures
- Energetic, with strong interpersonal and communication skills
- Highly organized, with an ability to set priorities and meet deadlines
- Ability to work independently and as part of a team

QUALIFICATIONS

- Diploma of college studies (DEC) in Information and Library Technologies
- Reference experience in an academic library is an asset
- Experience with SirsiDynix Symphony-WorkFlows is an asset
- Proficiency in library management software and Microsoft Office (testing may be required)
- Excellent spoken and written English and French (testing may be required)

APPLICATION

Marianopolis College encourages applications from qualified individuals, including women, members of visible and ethnic minorities, Indigenous peoples and persons with disabilities. Only those applicants who are selected for an interview will be contacted.

To apply, please forward a CV, cover letter and copy of your degree (incomplete applications will not be considered) no later than **5 pm on Friday, December 10, 2021** by e-mail to careers@marianopolis.edu.