

## Library Technical Assistant - Acquisitions Geoffrey R. Weller Library Term (8 months), Full-time

### Purpose

Under the direction of Librarians, Library Technical Assistants (LTAs) provide service within a wide range of functional areas within the Geoffrey R. Weller Library. LTAs provide excellence in the provision and facilitation of information services, including reference, cataloging, material processing, interlibrary loans, material acquisitions, copyright and licensing, web services, stacks management and/or other library services as assigned.

Reporting to the Acquisitions Librarian, the Library Technical Assistant – Acquisitions is responsible for purchasing learning materials in various formats in a cost-effective and efficient manner. This position is also responsible for processing payments and providing records for access to library materials.

### Responsibilities

Duties include but are not limited to:

- Ordering library material requested by librarians and/or archivists;
- Checking condition of purchased material and processing payments;
- Monitoring financial activity related to the acquisition of library material and producing reports;
- Maintaining current vendor contact information;
- Copy cataloging physical and electronic material;
- Providing reference services;
- Acting as back-up for E-Resources, Copyright, Web Services, and Inter-library Loan positions as required; and
- Other duties required or assigned as library priorities and initiatives change.

### Qualifications

The successful candidate will possess a two-year Library and Information Technical diploma from a recognized program, together with a minimum of three years of library technical experience, preferably in an academic environment. An equivalent combination of education and experience will be considered.

Demonstrated experience with a Library ILS (i.e. WMS, Sierra III), purchasing workflows, and copy cataloging are essential. Strong problem-solving skills (including interpretative and analytical skills), independent decision making, accuracy, and attention to detail are also highly desired. Familiarity with Canadian copyright legislation, especially in relation to Public Performance Rights is an asset. The successful candidate will have excellent oral and written communication skills, strong organizational skills, and the ability to prioritize workflow. Candidates must be proficient in the use of word processing and spreadsheet software (i.e. MS Word, Excel).



## Salary

This position has been classified at a Grade 7. The annual salary range for this position is \$54,742.08 to \$57,013.96 and the normal starting salary will be \$54,742.08 pro-rated based on length of term.

UNBC offers excellent benefit packages, and employee training and development opportunities. For more details, please see:

<http://www.unbc.ca/human-resources/employee-benefits>

Normal hours of work will be 8:30am – 4:30pm, Monday through Friday.

## Our Commitment to Diversity and Employment Equity

The University of Northern British Columbia is fully committed to creating and maintaining an equitable, diverse, and inclusive environment that is accessible to all. We are devoted to ensuring a welcoming, safe, and inclusive campus free from harassment, bullying, and discrimination. This commitment is woven into our motto and mission. In the Dakelh language, UNBC's motto 'En Cha Huná translates to "they also live" and means respect for all living things. Through the respect for all living things, we are able to grow and learn better together, each bringing our own unique individual differences and contributions to inspire leaders for tomorrow by influencing the world today.

Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially. We encourage applications from members of groups that have been marginalized on any grounds enumerated under the B.C. Human Rights Code, including sex, sexual orientation, gender identity or expression, racialization, disability, political belief, religion, marital or family status, age, and/or status as a First Nation, Metis, Inuit, or Indigenous person.

## About the Community

Since its founding in 1990, the University of Northern British Columbia (UNBC) has emerged as one of Canada's best small research-intensive universities, with a passion for teaching, discovery, people, and the North. UNBC's excellence is derived from community-inspired research, hands-on learning, and alumni who are leading change around the world.

Since time immemorial, Indigenous peoples have walked gently on the diverse traditional territories where the University of Northern British Columbia community is grateful to live, work, learn, and play. We are committed to building and nurturing relationships with Indigenous peoples, we acknowledge their traditional lands, and we thank them for their hospitality. UNBC's largest campus in Prince George is located on the traditional unceded territory of the Lheidli T'enneh, in the spectacular landscape near the geographic centre of beautiful British Columbia.

UNBC consistently ranks in the top three in its category in the annual Maclean's university rankings. UNBC also recently placed among the top five per cent of higher education institutions worldwide by the Times Higher Education World University Rankings.

With a diverse student population, the University is friendly, inclusive, and supportive. Prince George is a city of ~80,000 people with impressive cultural, educational, and recreational amenities. For more information about living and working in Prince George, please refer to <http://www.unbc.ca/experience> and <https://moveupprincegeorge.ca>. Make your mark with this leading post-secondary institution.



## To Apply

The University of Northern British Columbia is committed to employment equity and encourages applications from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities) as well as the 2SLGBTQ+ communities and individuals with intersectional identities.

Persons with disabilities, who anticipate needing accommodation for any part of the application and hiring process, may contact UNBC Health & Wellbeing at [wellbeing@unbc.ca](mailto:wellbeing@unbc.ca). Any personal information provided will be maintained in confidence.

**Internal applicants from CUPE Local 3799 will be given priority consideration.**

Please forward your resume and proof of education quoting competition #23-033CU to:

Human Resources, University of Northern British Columbia,  
3333 University Way, Prince George, BC, V2N 4Z9

Email submissions: [HRecruit@unbc.ca](mailto:HRecruit@unbc.ca)  
Inquiries: (250) 960-5521

*All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority. We thank all applicants for their interest in UNBC however, only those applicants selected for further consideration will be contacted.*

**Applications will be accepted until 4:30PM on April 5, 2023**

