

Library Technician

| | |
|--------------------------|---|
| Type of Position: | Full-time (negotiable to part-time, if desired) |
| Reports to: | VP Academics |
| Direct Reports: | Student Library Assistants |
| Start Date: | Late August to early September |

About Horizon College & Seminary and its Library

Horizon College & Seminary (HCS) is an evangelical Christian workplace that seeks to advance God’s Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry. HCS employees share the responsibility to create a workplace that models the professionalism and Christian beliefs, values, and behaviours that are in keeping with HCS’s mission and the HCS Code of Conduct. Located in Saskatoon, HCS has entered into multi-denominational partnerships. Anticipating growth, HCS and its library moved into a new building in Saskatoon in January 2021.

In addition to providing access to abundant digital resources, the Alvin C. Schindel Library at HCS houses a collection of around 21,000 physical resources. The library is part of the Saskatoon Theological Union (STU) Libraries, which is a union of 4 library collections from HCS, Lutheran Theological Seminary, College of Emmanuel & St. Chad (Anglican), and St. Andrew’s College (United). The STU Libraries have combined resources to operate as a unified system and have collections that consist of over 120,000 monographs and over 30 journal subscriptions.

Job Purpose Summary

HCS’s Library Technician is responsible for the day-to-day operations of HCS’s Alvin C. Schindel Library. As the main employee of the library, it is essential that the incumbent is self-motivated and disciplined to take initiative in continually improving resources and services within the library as well as participating in the success and collaborative work of HCS as a whole. The incumbent will work largely independently, though eventually with guidance from an offsite Library Director (once that position is filled). The HCS Library Technician also works in cooperation with the library technicians from the STU libraries.

Qualifications

The successful candidate will have:

- Experience with providing library services
- Library Technician Diploma or its equivalent
- Experience with Library of Congress cataloging
- Proficiency in MS-Office applications
- Excellent written, oral, and interpersonal communication skills, and proficiency in English
- Excellent time management and organizational skills, with an aptitude for detailed work
- Ability to work independently, along with a willingness to be part of a team and part of the HCS faith community.
- Commitment to a local church and the [Evangelical Fellowship of Canada’s statement of faith](#).

In addition, the successful candidate may have:

- Familiarity with the library needs of a post-secondary educational institution.
- Familiarity with theological libraries.

Key Responsibilities

- Institutional – Support HCS’s mission of advancing God’s Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry; participate in regular staff and other committee meetings; regularly attend and maintain membership in a local church.
- Library Hospitality – Create a welcoming and inviting environment (physical or otherwise) and readily assist anyone who comes to the library.
- Library Services and Patron Assistance – Register patrons and renew library cards; assist patrons with searching aids, finding materials, digital resource access, and with other inquires.
- Library Instruction and Guides –Deliver library orientations. Develop instructional materials for library catalogue and database use.
- Cataloguing and Patron Record Maintenance – Copy and original cataloguing where needed, maintenance of the collection records, and creation and maintenance of patron record information.
- Acquisitions – Purchase, process, and manage material for digital and physical collections, insert and maintain records information in the Integrated Library System (Mandarin M5), inform faculty of publishers’ catalogues to select material, and ensure current textbooks are held in the collection.
- Collection Management – Process all newly-catalogued items for the collection; process and ensure the binding of all journals; repair damaged items in the collection or consult with the Library Director regarding professional repairs; participate in collection inventory; organize routine shifts of the collection when necessary; ensure that all library materials are shelved correctly.
- Access Services – Oversee and participate in the circulation of all library materials; process all overdue and suspension notices; collect and manage overdue library fine money; coordinate all reserve materials for courses and instructional use; respond to all enquiries regarding library material renewals or extended loans; keep and maintain all circulation and related statistics and records.
- Library Operations Administration – Assist with library budget planning; manage library mail; maintain library supplies inventory and order new supplies as needed; create and post signs as necessary regarding library hours, book sales, etc.; accept, categorize and organize donated books for the collection or for the book sale; organize annual or semi-annual book sales as needed.
- Student Library Assistant Supervision - Advertises for, hire, train, schedule, and assign tasks for Student Library Assistants; checks the accuracy of Student Library Assistant time sheets and submits them to the Finance Office; revise the Student Library Assistant manual as required.
- IT – Ensure library computer files are always backed up; refer issues to HCS’s IT person as necessary.
- Social Media – Periodically assist with STU Libraries-related social media platforms.
- Library Website –Manage Horizon’s share of library instruction and use pages.

- Projects– In cooperation with the library director, provide support to projects such as weeding, inventory, programming, development of special collections, etc.
- Policies and Procedures – Assist the library director with developing new policies and procedures.
- Reporting and Assessment – Provide information for institutional accreditation purposes.

HCS Mission

Advancing God’s Kingdom by preparing competent Christian leaders for Spirit-empowered life and ministry.

HCS Vision

Horizon College & Seminary is pioneering fresh models of Christian higher education, aiming to be Canada’s preeminent, multi-denominational, competency-based Christian leadership college.

HCS Values

1. Dependence

We submit to the Word of God lived out by the power of the Spirit in authentic relationship with Jesus Christ and one another.

2. Community

We honour, encourage, challenge, and are accountable to one another as Jesus modeled for us.

3. Competency

We aspire always to give our best, serving faithfully with diligence, integrity, and professionalism.

4. Development

We invest in intellectual, spiritual, and professional growth.

Applications

To apply, please submit the following:

- Cover letter
- Resume
- Reference information: List the names, phone numbers, and email addresses of three or four references. At least one reference should be pastoral and at least one should be professional.

Applicants should submit their application package, preferably in PDF format, by email to assistant@horizon.edu. Please note “Library Technician Application” in the email subject line.

Submit applications by **August 4, 2021**. Additional documents may be requested.

All qualified candidates are invited to apply; however, Canadian citizens and permanent residents of Canada will be given priority.