



8-12-week position – Summer Student position

Northern Lights Library System (NLLS) is currently seeking innovative, collaborative and highly motivated individual for an 8-12-week position of Library Operations Specialist Assistant.

Reporting to the Manager of Operations & Finance, the Library Operations Specialist Assistant will be accountable for assisting in the administration duties within the various departments of Northern Lights Library System to assist with the increased summer workload and offer experience to a summer student looking to enter the Library or Education fields.

General Responsibilities may include the following but are not limited to:

- Various Administration and Reception duties
 - Answer phone, emails and general inquires.
 - Process mail and deliveries as needed.
 - Filing and organization of system paperwork.
- Assist alongside the Library Operation Specialist and learn the aspects of Processing and ILL Clerk duties.
 - Ensuring that materials ordered on behalf of member libraries and contracted libraries leave headquarters in acceptable condition.
 - Ensure received materials are properly identified, labelled and laminated as necessary.
 - Shelf items for shipping, packages outgoing material, creates and files packing slips.
 - Responsible for the receiving, sorting, and directing of all intra and interlibrary loans between member libraries and other libraries by preparing the van run, government courier and mail.
 - Verify that the ordered items match the items shipped and deals with any discrepancies.
- Assist alongside the Library Manager
 - Assist in planning, preparing and schedule programs
 - Assist in various tasks and responsibilities within a library setting

KNOWLEDGE, ATTRIBUTES & SKILLS

- High School Diploma or Post Secondary Enrollment
- Valid Alberta Driver's license with a minimum 3 years' experience
- Possess good organizational skills
- Physically able to lift moderately heavy boxes (50lbs)
- Good verbal communication and public relations skills
- Must be able to work independently in a fast-paced atmosphere.

This is an 8-12-week full-time position with a regular work week consisting of 35 hours.

This position will be open until filled; interested parties to email resume with availability and cover letter to:

Terri Hampson, Operations & Finance Manager
Northern Lights Library System
Postal Bag 8, Elk Point, AB T0A 1A0
Email: thampson@nlls.ab.ca
Phone: 780-545.4169

We thank all candidates for their applications; however only those selected for an interview will be contacted.

NLLS respectfully acknowledges that our workplace is situated on Treaty 6 territory, traditional lands of First Nations and Métis peoples