



# Pasqua FIRST NATION

## EMPLOYMENT OPPORTUNITY

Short Term Contract

### Library Technician

#### Summary:

Under the umbrella of the Chief Paskwa Education Center, the Library Technician will be responsible to ensure the delivery of a professional and accurate processing of all relevant duties required in a Library setting. The Library Technician will perform duties under the direction of the Principal and Library Resource person. The person chosen to this specific area will provided the support on duties required. The Chief Paskwa Education Center provides Resource materials for their students to assist with their academic studies. It would be an asset for the Library Technician to possess experience in this specific area of duties, however is not a prerequisite for the position. Start date is **September 2013** (to be confirmed)

#### Duties:

- Enter data into a relevant computer program
- Maintain the existing system of cataloguing, sign in/out books, etc
- Able to communicate share up-to-date information with students/staff
- Organize materials/books in specified sections
- Assist students with the procedures put in place for Library use
- Keeping the Library in a clean and organized environment
- Any other duties that may be assigned by the Principal or alternate

**Qualifications:**

- Age restriction (due to funding criteria) **16 years – 30 years**
- Computer literate
- Reading comprehension
- Good communication skills, both written and verbal
- Strong organizational skills
- Filing
- Typing
- Familiar with office equipment
- Ability to follow directions
- Driver's License and reliable vehicle
- Punctual, dependable and strong work ethic
- Agree to sign an Oath of Confidentiality
- Provide a C-PIC with resume

Please apply in writing to:

Pasqua First Nation

Attn. Lorraine Cyr

Box 79, Pasqua, Sask. S0G 5M0 or FAX: 306-332-5199

3 references must accompany your application.

**DEADLINE DATE: August 2, 2013 at 4:30 P.M.**

Thank you for your response however only those considered for further consideration will be contacted.