



ST. MARY'S ACADEMY IS A GRADES 7-12 CATHOLIC GIRLS' SCHOOL IN THE TRADITION OF THE SISTERS OF THE HOLY NAMES OF JESUS AND MARY.

Employment Opportunity

Library Assistant

Start date: October 2024

Term position (27.5 hours/week) until June 30, 2025, with possibility of extension

At St. Mary's Academy, our mission is to nurture young women in spirit, mind and body, so that each student reaches her full potential as an individual created in God's image. Our library technicians are part of a consultative, collaborative community of professionals who strive to meet the needs of current learners in an ever-changing world. SMA believes in teaching and learning to increase student engagement; enhance student skills in critical thinking, communication, creativity and collaboration; and we support continuous learning and development of our faculty.

Professional Expectations

Exhibit responsibility for the continuous daily operations of the library and the maintenance of library resources to ensure that maximum use be made of the facility, including preparing relevant booking schedules

Perform technical support duties within one or more functional areas of the school library

Demonstrate skill and understanding of established and emerging international library standards, procedures and the use of specific library tools

Assist and collaborate with the library technician in developing and maintaining the collection, and circulating materials

Mentor students to access and utilize appropriate resources and tools as they become strong and confident with the capacity to meet challenges and be contributing members and leaders in their community

Demonstrate meaningful participation in a professional growth and learning process for both short-term and long-term professional development

Be receptive to guidance and support which is consistent with SNJM values and principles

Education and Experience

- Minimum High School Diploma
- General knowledge of library procedures
- Preferred Library and Information Technology Diploma
- Preferred minimum of two years' experience

Core Competencies

- Active Engagement in Faith
- Building Rapport
- Student Awareness
- Interpersonal Relations
- Integrity
- Organizing/Planning Ability
- Personal Work Ethic
- Problem Solving/Decision Making
- Initiative

Position Competencies

- Oral Communication
- Written Skills
- Team/Consultative Skills
- Inquiry and Research Skills
- Attention to Detail
- Technical Knowledge and Proficiency including: Office 365 products, Destiny, Barcoding system, EBSCOhost and Publisher
- Initiative
- Flexibility/Adaptability
- Compassion
- Empathy
- Sensitivity

How to Apply

Interested candidates are asked to email cover letter, résumé and pastor's reference (or an alternative reference) to Administrative Team at smaadmin@smamb.ca

Application Deadline

Monday, September 30, 2024

We welcome and encourage all inquiries and interest. Applicants may request reasonable accommodation related to the materials or activities used throughout the selection process. All applicants are thanked for their interest; those being considered will be contacted. All applications will be held in confidence.

Educating young women spirit, mind and body