

**OLD SUN COMMUNITY COLLEGE**

**LIBRARIAN/LEARNING RESOURCE COORDINATOR**

**JOB POSTING**

- Organization:** Old Sun Community College – Siksika Nation
- Location:** Siksika Alberta
- Status:** Two-year term (with the possibility of an extension dependent on funding)
- Salary:** Dependent education, training and experience

**General Duties:**

Under the supervision of the Old Sun Community College President, the OSCC Librarian/ Learning Resource Coordinator is assigned the following duties:

- Consults with OSCC Teachers and Administration to acquire and select appropriate and suitable resources and materials for the OSCC Learning Centre.
- Provides direct client, patron and student services of the guides, resources and library collections that can assist student and staff in securing print and digital resources in completing for their academic use.
- Instructs staff and students regarding library use and its resources including On-line Public Access Catalogue (OPAC), digital and on-line and traditional print reference materials.
- Edits catalogues records obtained through a MARC record service and catalogues materials using ATHENA and the Dewey Decimal System.
- Maintains hardware and software necessary for library and college operations
- Supervises appropriate use of Internet and on-line resources.
- Creates and maintains updated inventory of library computers, tablets, software, audio-visual equipment and all other resources.
- Creates an OSCC Newsletter and Calendar.
- Supervises one OSCC Library Assistant and occasional work placement students
- Other duties as assigned.

**Qualifications:**

**Minimum of one year work experience in a library or library technology, learning resource centres, and/or library commons area. Working with a First Nation or Indigenous organization is an asset. Training in library science, library technology or resource centres would be considered an asset.**

**A diploma in library technology or equivalent is recommended. A Bachelor's degree in library science is considered an asset.**

**Having experience of 2 years in library-related experience and post-secondary training are preferred.**

**A minimum of a high school diploma is required.**

**Closing date and application deadline: June 25, 2021**

**The applicants who identify themselves as members of the Siksika Nation and are of Indigenous ancestry are strongly encouraged to apply. Only candidates selected for an interview will be contacted.**

**Expected start date: July 5, 2021**

**Please send applications to:**

**Dr. Maurice Manyfingers, President  
Old Sun Community College  
P.O. Box 1250  
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