

Young Canada Works Building Careers in Heritage (YCW BCH) Internship

POSITION TITLE:

YCW Library Intern

SUMMARY:

Mount Allison University Libraries and Archives is pleased to offer a full time Young Canada Works Building Careers in Heritage (YCW BCH) library internship until the end of March to a highly motivated recent graduate of an ALA accredited program who is eager to gain practical experience in the operations of a busy academic library.

DUTIES:

Reporting to the University Librarian, the Libraries and Archives Intern will assist Mount Allison librarians with the delivery of reference/research help; information literacy instruction; collection development and subject area support, as needed; and contributing to the development of the Library's data and digitization or other projects. This position provides an opportunity for the successful candidate to develop the technical and the interpersonal skills that are essential for career advancement as a professional librarian, including reference, collection development, instruction, cataloguing/metadata description, time management, project management, interacting with students and other stakeholders, and working collaboratively with other professionals both in the library and throughout the university community.

QUALIFICATIONS:

- Recent graduate of an ALA accredited master's degree in library/information science.
- Proven research and analytical skills.
- Ability to multi-task and prioritize work effectively.
- Ability to work independently and as part of a team.
- Excellent communication (written and oral) and interpersonal skills.
- Proficiency with standard desktop applications, such as Microsoft Word, Excel, and Outlook is required. Familiarity with Adobe Pro or LibGuides would be considered an asset.
- Previous experience with scanning and digitization of documents or audio/visual files would be considered an asset.
- A background in Music or Fine Arts would be considered an asset.
- Must be willing to work occasional evenings and weekend hours.

APPOINTMENT DETAILS:

SALARY: \$33.94 per/hour, 35 hours per/week

TERM: 20 weeks or until the end of March 2021 (anticipated start date mid – November 2020)

RANK: This position is represented by the Mount Allison Faculty Association, and will be made at the rank of General Librarian.

ORGANIZATION:

Mount Allison University, located in Sackville, NB, is a leader in providing quality liberal education to undergraduate students in arts, sciences, social sciences, fine arts, and music. Mount Allison's intimate educational environment extends learning beyond the classroom, encouraging the growth of the whole person through a full range of experiences in the campus and community.

The Mount Allison University Libraries and Archives is committed to working with students and faculty in order to meet their academic and research needs. Mount Allison Libraries includes the Ralph Pickard Bell Library which is the main library, the Alfred Whitehead Music Library, and the University Archives. We invite you to look at our website for more information about the Libraries and about the University at www.mta.ca.

Mount Allison acknowledges, honours, and respects that the land named Sackville, NB is part of the unceded territory of the Mi'kmaq People who are the historic inhabitants, custodians, and dwellers on the land where our University is built and confirms its commitment to strengthening relationships with all Indigenous people.

Mount Allison is committed to diversity and inclusiveness. We encourage applications from members of racialized communities, Indigenous persons, persons with disabilities, and persons of all sexual and gender identities. We seek candidates with qualifications and knowledge to contribute specifically to the further diversification of our campus community.

All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents are given priority. Canadians and permanent residents should indicate their citizenship status in their application.

APPLICATION PROCEDURE:

1. Applicants must meet the following [Young Canada Works](#) eligibility requirements:
 - A Canadian citizen or a permanent resident, or have refugee status in Canada (non-Canadians holding temporary work visas or awaiting permanent status are not eligible);
 - Legally entitled to work in Canada;
 - Between 16 and 30 years of age at the start of employment;
 - Willing to commit to the full duration of the work assignment;
 - Will not have another full-time job (over 30 hours a week) while employed with the program;
 - Are unemployed or underemployed;
 - Are a college or university graduate;
 - Are not receiving Employment Insurance (EI) benefits while employed with the program; and
 - Have not previously participated in or been paid under this or any other Career Focus internship program funded under the Government of Canada's Youth Employment Strategy.
2. To be considered for this position, applicants must register and submit a cover letter and a curriculum vitae on the Young Canada Works website <https://young-canada-works.canada.ca/Account/Login>, by November 9, 2020.

Inquiries about the position may be sent to the:

Chair of the Library Intern Search Committee
Mount Allison University Libraries and Archives
49 York Street, Sackville, NB E4L 1C6
Fax: (506) 364-2617

Attention: Carol Wilson, Library Secretary, cwilson@mta.ca