



Northern Ontario  
School of Medicine  
École de médecine  
du Nord de l'Ontario  
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## NORTHERN ONTARIO SCHOOL OF MEDICINE

<b>JOB POSTING</b>	
<b>Competition Number:</b>	<b>2017-1097-RC</b>
<b>Position Title:</b>	<b>Student Assistant</b>
<b>Hourly Rate:</b>	\$11.40
<b>Units:</b>	Health Sciences Library
<b>Location:</b>	Sudbury (5 positions)
<b>Category:</b>	August 29, 2017 – May 11, 2018 (Up to 14 hours per week, including evenings and weekends)
<b>Competition Closing Date:</b>	<b>August 11, 2017 at 4:00 pm</b>

**Who is eligible?** Post-secondary students who are currently enrolled in a recognized college or university with Canadian accreditation.

### **RESPONSIBILITIES:**

Reporting to the Director, Research and Health Sciences Library or Team Leader, the Student Assistant is responsible for facilitating access to Library services and resources, including: the print collection, licensed digital resources, library orientation and training, reserves, document delivery, mediated literature searching, and reference. This position will provide basic reference support at the Library's information desk by assisting users predominantly during the evening and weekend hours. They will gather usage statistics and assist in the circulation, borrowing and organizing of Library materials. The Student Assistant will act as a role model of the Medical School's values in daily work activities.

Tasks may include, but are not limited to, the following:

1. Facilitates access to Library services and resources, including the print collection, licensed digital resources, library orientation and training, reserves, inter-library loan, mediated literature searching and reference.
2. Provides basic reference support at the information desk.
3. Gathers and maintains usage statistics related to library users and resources.
4. Assists in the circulation, borrowing and organizing of Library resources.
5. Uses the Evergreen Integrated Library System (ILS) and other related Library software.
6. Uses office software applications including word processing, database management, spreadsheets, email and internet.
7. Performs other duties as assigned.

### **QUALIFICATIONS:**

#### **Education:**

- Completion of secondary school and enrollment in post-secondary institution
- Enrollment in 2<sup>nd</sup> to 4<sup>th</sup> year or graduate studies in a post-secondary program such as library technology, or a health sciences related discipline, is preferred.

### **Knowledge, Skills, Abilities:**

- Familiarity with information technologies, including the Internet is required
- Experience working within an academic setting would be an asset
- Office administration would be an asset
- Experience working in health sciences, a health agency, or hospital library would be an asset
- Knowledge of computer office software (e.g., word processing, spreadsheets, databases, email, internet)
- Knowledge of office practices and procedures
- Knowledge of library information technologies
- Internet searching techniques
- Adobe Acrobat Professional would be an asset
- Effectively communicate: face-to-face, phone, fax, email
- Effectively and accurately communicate technical information in writing
- Understand and follow instructions
- Multi-task in a high volume work environment
- Work independently and as part of a team
- Input data, maintain records and type with accuracy
- Gather and compile information and draft documents
- Create, compose, edit and proof-read written materials using exceptional attention to detail
- Improvise and work with uncertainty
- Identify with the Northern Ontario experience and/or issues common with rural communities
- Adapt to rapid technological change
- Work evening and/or weekend hours
- Use discretion and maintain confidentiality
- Work within established organizational practices, protocols and policies

### **Language:**

- Must be able to communicate effectively in English (verbally, written, and comprehension)
- French/Indigenous language skills would be considered an asset.

Interested candidates are invited to submit a cover letter and resume along with the competition number **#2017-1097-RC** no later than **August 11, 2017 at 4:00 pm** to:

**Northern Ontario School of Medicine**  
**Attention: Human Resources**  
**935 Ramsey Lake Road, Sudbury, Ontario P3E 2C6**  
**Email: [hr@nosm.ca](mailto:hr@nosm.ca)**  
**Fax: (705) 671-3880**

*The Northern Ontario School of Medicine offers accommodation for applicants with disabilities throughout its recruitment processes. If you require accommodation during the recruitment process, or require an accessible version this posting, please contact Human Resources via email at [hr@nosm.ca](mailto:hr@nosm.ca).*

*The Northern Ontario School of Medicine invites applications from all qualified individuals. NOSM is committed to employment equity and diversity in the workplace and welcomes applications from women, visible minorities, Aboriginal people, persons with disabilities, and persons of any sexual orientation or gender identity.*

*While all responses are appreciated and will be handled with the strictest confidence, only those being considered for interviews will be acknowledged.*