

UNIT SPECIFIC RESPONSIBILITIES

Tasks may include but are not limited to the following:

- Facilitate access to Library services and resources, including participation in the Information Services desk schedule (may include evenings and weekends).
- Undertake routine tasks relating to the following Library functions: Public Services, Access Services, Research Support and Education Services. This includes:
 - Coordinate aspects of circulation and borrowing including holds, recalls, user registrations and intercampus loans
 - Monitor overdue and fine reports
 - Troubleshoot & arrange servicing of public access equipment
 - Completion of reconciliations and deposits
 - Facilitate promotional activities, including posts to social media
 - Performs website updates
 - Coordinate the equipment booking system
 - Coordinate relevant aspects of acquisitions, including donations
 - Assist with interlibrary loans
 - Gathers, maintains and reports related statistics
- Provide coverage, within scope of authority, for other Research Portfolio members.

QUALIFICATIONS

Education

- A postsecondary diploma (preferably in Office Administration, Business Administration or other administrative-related discipline) from a recognized Canadian institution with accreditation or an equivalent combination of education and experience is required.

Knowledge, Skills and Abilities

- Minimum one (1) year related experience is required
- Demonstrated experience recording and transcribing formal and/or informal minutes is required
- Experience in the medical or post-secondary education environment is an asset
- Experience in a library setting is an asset
- Computer office software (e.g., word processing, spreadsheets, databases, email, internet)
- Extensive knowledge of Publisher, Adobe, PowerPoint
- Social media tools and website editing software
- Promotional strategies
- Medical and/or Library Terminology
- Office practices and procedures
- The Occupational Health & Safety Act and Regulations that apply to the work being performed
- University administration policies and procedures
- Videoconference and Teleconference procedures
- Analyze and solve problems typically associated with responsibilities
- Provide excellent customer service
- Process request for payment forms
- Work with database entry and the generation of related reports
- Coordinate meeting dates and times for large groups
- Create, compose, edit and proof-read written materials using exceptional attention to detail
- Effectively communicate: face-to-face, phone, fax, email
- Exercise initiative and judgment and make decisions within position's scope of authority
- Gather and analyze data, compile information and draft reports

- Identify with the Northern Ontario experience and/or issues common with rural communities
- Manage databases and maintain records
- Multi-task in a high volume work environment
- Operate a PC and work comfortably in a computerized office environment
- Plan, organize and prioritize work
- Type with speed and accuracy
- Understand and follow instructions and work with minimal supervision
- Use discretion and maintain confidentiality
- Work effectively under pressure
- Work flexible hours as needed; as meetings typically occur early mornings, sometimes in the evening and occasionally on the weekend
- Work in a consultative and collaborative fashion with a variety of other units to further overall school strategic objectives
- Work independently and as part of a team
- Work on several tasks/projects simultaneously
- 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 resume along with verification of academic accomplishments quoting the competition number **#2017-1111-RC no later than September 29, 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
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.

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, Indigenous 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.