

Job ID: SCHII-24-42
Job Title: Evening and Weekend Supervisor
Department: Chancellor Paterson Library
Campus: Thunder Bay
Status: Full-time; 9 Months.
Job Category: Term Employment
Date Posted: July 4, 2024
Closing Date: July 18, 2024

Why Lakehead University?

Thunder Bay is one of Canada's top emerging cities. Here you will find a mix of modern city living and the best of nature – all on your doorstep. Thunder Bay provides small city affordability, big city opportunities and the bonus of a superior lifestyle. When it comes to location, nature and cost of living, Thunder Bay is one of the best places to live in Canada. For more on the vibrant city of Thunder Bay, visit thunderbay.ca.

At Lakehead University we challenge the conventional to provide a university experience that's far from ordinary. Your unique ideas will be respected and encouraged. Join our thriving academic community where you can make a real difference through innovation and collaboration.

Lakehead is a comprehensive University with a reputation for innovative programs and cutting-edge research. In 2022, for the third year in a row, Lakehead University was included in the top 100 of the Times Higher Education Impact Rankings. Lakehead is the highest ranked university in the world with under 10,000 students. Maclean's has once again included Lakehead University among Canada's top 10 primarily undergraduate universities in the magazine's 2023 University Rankings.

The total library collection includes approximately 600,000 print volumes and access to over 600,000 e-books, more than 60,000 online journals, and rare and special collections such as the Regional Collection and the Archives. The Chancellor Paterson Library is the main library on the Thunder Bay campus and occupies its own building in the centre of campus. There are four additional libraries: one at the Bora Laskin Faculty of Law, the Learning Commons in Simcoe Hall (Orillia), and the Education Library (one location at the Faculty of Education-Thunder Bay and one at Heritage Place-Orillia). Lakehead University Library is an active member of both provincial and national consortia. We provide many services in collaboration with our Ontario Council of University Libraries (OCUL) partners, such as, Ask a Librarian (Chat Reference Service), Scholars Portal, and Borealis - Lakehead University Dataverse. The library is also part of Collaborative Futures, a shared next-generation library system at 18 OCUL libraries. Our involvement with the Canadian Research Knowledge Network (CRKN) as well as other consortia, allows us to provide significant digital content. Our staff complement of over 30 includes 11 librarians and an archivist.

About this Job

Lakehead University Library (Thunder Bay Campus) invites applications for an Evening and Weekend Supervisor. Reporting directly to the Manager, Access Services, this incumbent will support evening and weekend Access Services operations in Chancellor Paterson Library and will be the direct supervisor for all Student Library Assistants in this area.

Job Duties

- Guiding and managing the work of part-time student library assistants in the Access Services department; this work includes lending and borrowing, customer service, document delivery, and photo ID.
- Approving part-time staff time cards and maintaining accurate part-time budget information.
- Monitoring Access Services operations, providing support and guidance to student staff and ensuring high-quality customer service.
- Providing equitable access to library services, such as by ensuring the library meets its requirements for accessibility.
- Assisting in organizing projects for shifting/relocating of library collections.

Qualifications

- A library technician diploma, or related degree combined with relevant experience. Experience leading or managing a team; preferably in a library environment.
- Strong organization and time management skills.
- Excellent interpersonal skills.
- Strong customer service skills.
- Knowledge of library resources and basic reference skills.

Working Conditions

- Office environment

What do We Offer?

This position offers a competitive salary.

Lakehead University has a commitment to supporting employees and providing opportunities for flexible and diverse work arrangements. We are proud to share the [Alternate Work Arrangement Guideline](#) as a step to creating innovative schedules that work for our employees to promote a quality work-life balance. Please inquire with the hiring manager if this position is eligible for an Alternate Work Arrangement.

How to Apply

Interested applicants may apply by clicking on this link to [this Google Form](#) and attaching your cover letter and resume in Word or PDF format.



Employment Opportunity

If you are experiencing any issues with the Google Form, please email careers@lakeheadu.ca for assistance.

We appreciate your interest; however, only those selected for an interview will be notified. Lakehead University is committed to creating a diverse and inclusive environment and welcomes applications from all qualified individuals including women, racialized persons, Indigenous people, persons with disabilities and other equity-seeking groups. All qualified candidates are encouraged to apply; however, Canadian citizens and permanent residents will be given priority. This is in accordance with Canadian immigration requirements.

Lakehead University is committed to supporting an accessible environment. Applicants requiring accommodation during the interview process should contact the Office of Human Resources at (807) 343.8334 or human.resources@lakeheadu.ca to make appropriate arrangements