JOB TITLE: LIBR13 – Library Monitor

DEPARTMENT NAME: Academic Commons, UVic Libraries

CONTACT NAME: Chris Smith – Manager, Circulation Services

JOB DESCRIPTION:

- Monitor the library entrance and study areas of all libraries
- Assist library users to understand the libraries’ food policy
- Ensure that library users respect the libraries’ policies regarding behaviour and conduct, e.g. regarding excessive noise or other unacceptable behavior
- Monitor the security gate alarms
- Provide direction and assistance to library users
- Assist with library closing routines
- Perform other related duties within the same scope and complexity

QUALIFICATIONS:

- Basic knowledge of library policies and environment
- Ability to communicate with tact and diplomacy
- Must be available to work evenings and weekends as required

JOB LOCATION ON-CAMPUS: William C Mearns Centre for Learning – McPherson Library

WORK STUDY WAGE: $13.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 145

HOW TO APPLY: Please apply in person at the McPherson Library Loan Desk. Please include a cover letter, resume and references (or email application to loandesk@uvic.ca)

Contact: Library Monitor Supervisor – Evan Westre

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php