

LIBRARY CLERK

Academic Quality & Excellence

UCN is building better futures for a stronger North. UCN provides learning opportunities to northern communities and its people offering more than 40 academic degrees, diplomas, and certificate programs. We commit to offering a safe, welcoming, and inclusive work environment where innovation and creativity is welcomed. We are one of Manitoba's Top Employers and offer a generous Total Compensation Package with health benefits, a great pension plan along with the opportunity for personal and professional growth including tuition waivers.

DUTIES

Reporting to the Library Technician, the Library Clerk will provide general clerical and customer services on evenings and weekends at the Oscar Lathlin Research Library in The Pas. The successful incumbent will conduct basic bibliographic, reference and internet searches, circulate library materials, maintain reserve listings, and help patrons to locate library materials. The Library Clerk will also provide basic technical support to UCN students and staff using UCN equipment and databases, as well as public patron computer stations. Additional responsibilities may include data entry, laminating, and various clerical duties, along with any other assignments as required. Additional tasks and projects may be assigned as necessary.

REQUIRED QUALIFICATIONS

- High School Education or equivalent; a combination of education and experience may be considered
- Excellent customer service skills
- Strong communication and interpersonal skills
- Excellent organizational and time management skills
- Ability to work independently and collaboratively within a team environment
- Knowledge of Microsoft 365 applications
- Strong critical thinking and problem-solving abilities
- Excellent attention to detail, including alphabetization and decimal placement skills
- Commitment to life-long learning

ASSETS

- Experience with Library computer program: Sitka/Evergreen
- Previous library-related experience
- Experience in clerical and administrative tasks
- Knowledge and understanding of Indigenous cultures

CONDITIONS OF EMPLOYMENT

- Candidates must be a Canadian Citizen or Permanent Resident of Canada
- Physically capable of performing required duties – lifting heavy boxes (10+ kg), bending/reaching library shelves
- Must be available to work evenings and weekends

Applicants are asked to provide a cover letter and resume with their application. Applicants must demonstrate in their cover letter and their resume how they meet the qualifications. Applicants with education acquired outside of Canada are required to provide an Educational Credential Assessment with their application indicating Canadian credential equivalency, accepted Education Credential Assessment organizations include International Qualifications Assessment Service (IQAS) and World Education Services (WES.)

UCN is committed to building a workforce representative of the populations we serve. Preference will be given to qualified Indigenous candidates. Applicants are invited to indicate in their cover letter or resume if they are from any of the following groups: Indigenous peoples, persons with disabilities and visible minorities. Only qualified candidates who are legally entitled to work in Canada will be given consideration. Persons with disabilities who require accommodation for any part of the application or hiring process should contact Human Resources.

Please indicate in your subject line the competition number for which you are applying.

We thank all applicants for their interest, but only those selected for an interview will be contacted. Application materials, including references, will be handled in accordance with the Freedom of Information and Protection of Privacy Legislation (Manitoba).

For more information and other employment opportunities, visit www.ucn.ca

UCN acknowledges that we are on the traditional territories and homelands of many Indigenous peoples, in particular the Cree, Dene, Red River Métis, and Oji-Cree. Indigenous peoples have continuously maintained homelands in northern Manitoba since time immemorial. The First Nations in the area that UCN serves entered into treaty relationships with the Crown (within our region these include signatories to treaties 4, 5 – and the treaty 5 adhesion, and treaty 6 - located within the treaty 5 adhesion). The territory has also become home to other Indigenous peoples. We uphold the treaties and collaborate with all Indigenous peoples to share truth, reconciliation, and learning.

COMPETITION TYPE
Open Competition to the Public

COMPETITION NUMBER
26-077

CLOSING DATE
July 6, 2026

SALARY RANGE
\$18.11 to \$20.09 per hour plus remoteness allowance if applicable

POSITION CLASSIFICATION
Clerk 1

POSITION LOCATION
The Pas, Manitoba

POSITION TYPE
2 Part Time Regular Positions

APPLY TO
Email: hinfo@ucn.ca (PDF preferred format)
University College of the North,
Attention: Human Resources
P.O. Box 3000 R9A 1M7
Fax: (204) 623-4414