

## 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 Community Librarian, UCN is seeking a Library Clerk in Easterville, Manitoba to provide general clerical and customer service to patrons. This role includes performing various tasks to assist library users, shelving and organizing books, periodicals and other printed materials, inter-library loans and returns, delivery of evening and weekend programs and maintaining library operations. 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

- Ability to speak an Indigenous language
- Previous library-related experience
- Experience with the Library computer program: SITKA/Evergreen
- Experience in clerical and administrative tasks
- Knowledge and understanding of Indigenous cultures

#### CONDITIONS OF EMPLOYMENT

- Candidates must be legally entitled to work in Canada
- Satisfactory Criminal Record and Child Abuse Registry Check
- 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](http://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**  
*26-078*

**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**  
*Easterville, Manitoba*

**POSITION TYPE**  
*Part Time Term Position  
ending March 31, 2027*

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