

## Moose Jaw Public Library Summer Jobs

The Moose Jaw Public Library is seeking a Summer Student (201802) to help organize and run our Community Needs Assessment project. This temporary, full-time position will run for 8 weeks, from **June 25, 2018 to August 17, 2018** at 30 hours per week. The successful applicant must have been a fulltime **post-secondary student in the 2017/2018 school year**, between the ages of 15 – 30, who is returning to full-time studies in Fall 2018 and must be eligible to work in Canada.

Under the supervision of the Children's Librarian, the successful applicant will be responsible for the data entry and community interviews for the Moose Jaw Public Library.

Duties/Responsibilities may include:

- Obtaining client information by calling the community, interviewing individuals, delivering customer satisfaction surveys, and verifying information.
- Data entry of surveys and information from community research.
- Other duties as assigned.

The successful candidate will:

- Possess strong organizational and time management skills;
- Be familiar with professional telephone etiquette
- Be able to work independently with minimal supervision;
- Be able to communicate effectively and deal with the public in a friendly, courteous and tactful manner;
- Have experience in searching the Internet and using Google software, and products;
- Have strong typing skills.

The following skills would be considered an asset:

- Experience in using Windows 7
- Strong attention to detail
- Knowledge of contemporary issues affecting Moose Jaw

The successful candidate must complete a Criminal Records Check to the satisfaction of the Moose Jaw Public Library Board.

Job Rate: 12.50/hr

APPLY IN WRITING TO:

Ms. Tina Dolcetti, Children's Librarian  
Moose Jaw Public Library  
461 Langdon Crescent  
Moose Jaw, Saskatchewan S6H 0X6  
[tdolcetti@moosejawlibrary.ca](mailto:tdolcetti@moosejawlibrary.ca)

OR BY E-MAIL TO:

Applications must include a resume, a cover letter, and 3 references. The application must include Job Reference 201802 in the subject of the email.

**DEADLINE FOR APPLICATIONS: 5:00 p.m. May 20, 2018**