Temporary Summer Employment Opportunity for two McGill Graduate Students
McGill Library, Collection Services

GSPA-8 and GSPA-9

The Collection Services department of McGill Library is looking for two part time temporary summer employees (25 hours/week) for a period of thirteen (13) weeks, to perform duties related to the following projects:

Collection Services Rare Books Project - Lighthall Collection (25 hours per week/ 13 weeks).
GSPA-8.

Collection Services Rare Books Project – Dawson Collection (25 hours per week/13 weeks).
GSPA-9.

Under the supervision of the Cataloguing & Metadata Librarian, two currently registered graduate students are sought to perform duties related to the analysis of the Rare Books Lighthall Collection or the Dawson Collection.

Duties include:
- Inventory the collection.
- Research the collection in the context of other McGill special collections; make recommendations regarding treatment of pamphlets and other ephemeral material.
- Reorganize the physical collection, as necessary.
- Evaluate the provenance of the material in the collection.
- Search for, verify, edit, classify, and update bibliographic records.

Requirements:
- Currently registered McGill Graduate Student (Masters or PHD)
- Expertise with cataloguing tools (Aleph and OCLC) an asset.
- Work experience in an academic library an asset.
- English, excellent spoken and written skills required. French written skills desired.
- Must be client-focused and customer-service oriented.
- Demonstrated organizational skills and ability to multi-task.
- Attention to detail. Demonstrated ability to meet deadlines.
- Demonstrated ability to work in a PC environment using word-processing, spreadsheets and library databases.
- Demonstrated ability to cope with the physical requirements of the position: handling dusty materials.

Hourly rate: $15.00 per hour

Start and end date: May 22, 2017 through August 31, 2017 (13 weeks)

Classification: B

Please send your resume and accompanied by a letter of interest to 
student-employment.library@mcgill.ca quoting Posting # GSPA-8 and/or GSPA-9 by May 17, 2017. McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities and others who may contribute to further diversification.