Temporary Summer Employment Opportunity for
One McGill Graduate Student
McGill Library, Rare Books and Special Collections
GSPA-2

Rare Books and Special Collections is looking for one part time temporary summer employee (30 hours/week) for a period of thirteen (13) weeks, to perform duties related to the following projects:

**Rare Books Collection Analyst and Reading Room Assistant (30 hours per week/13 weeks). GSPA-2.**

Under the supervision of the Curator, one currently registered graduate student is sought to perform duties related to the analysis of several Rare Books Collections.

Duties include:
- Analysis of uncatalogued material to determine acquisition into the Rare Books collections or retention in the collection. This includes:
  - Comparing items against material already held in Rare Books and the McGill Library in general;
  - Determining rarity against holdings in other institutions;
  - Assessing monetary value when appropriate;
  - Researching provenance when appropriate.
- Prepare material for cataloguing.
- Support readers in the Reading Room.

Requirements:
- Currently registered McGill Graduate Student (Masters or PHD)
- Work experience in an academic library an asset.
- English, excellent spoken and written skills required. French spoken and 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 dust 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-02 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.