



CAREER OPPORTUNITY - LICENSING ASSISTANT

The Alberta Library is offering an exciting opportunity for a highly motivated, resourceful individual to support the goals of its licensing service. Reporting to the Licensing Librarian, this position facilitates the subscription ordering process and the ongoing maintenance of those orders, including maintaining print and electronic files for e-resources. In addition, the Licensing Assistant organizes meetings and documentation and takes minutes for the Licensing Service Committee. The full position description is available at www.thealbertalibrary.ab.ca

Qualifications

A Library Technician Diploma from a recognized post-secondary institution or a minimum of two years of relevant work experience. Experience in a consortium environment and in library acquisitions would be an asset.

The successful candidate will have the ability to work within a fast-paced changing environment with multiple deadlines, demonstrated ability to work in a team environment and possess excellent organizational, interpersonal, written and oral communication skills. Competency in the Microsoft Office suite is required, with an especially strong working knowledge of Excel. The position requires an aptitude for numbers and the ability to record accurate meeting minutes.

Salary and Benefits: The annual salary range for this position is \$37,500 to \$51,500. A generous group benefits plan is available.

The closing date for applications is September 9, 2010. Resumes, along with three references, should be sent by e-mail to tthai@thealbertalibrary.ab.ca.

We thank all candidates for their interest. Only those who are selected for an interview will be contacted.

The Alberta Library (TAL) is a province-wide consortium that provides a diverse range of services to its university, college and public library members to achieve its vision of barrier-free access for all Albertans to information, ideas, and culture. TAL provides leadership in optimizing resources and services among member libraries in a dynamic model of collaboration.