

# Library Adjutant (Sadleir House Facility) [OWSP]

The P.R. Community and Student Association (PRCSA) invites applications to fill the two positions of Library Adjutant available at Sadleir House in Peterborough, Ontario. Sadleir House is an independent, non-profit educational facility owned by the students of Trent University and shared with the community as a whole ([www.prcsa.ca](http://www.prcsa.ca)).

The successful candidate will be highly detailed oriented and OWSP eligible. Library Adjutants will be responsible for assistance with the general operations of the Sadleir House Library under the direction of the Steward. All Sadleir House employees are expected to aid with day-to-day operations of the facility therefore library adjutants may be seconded by the Household Wardens .

#### Particular Tasks May Include:

- Cataloguing resources;
- Shelving and organising of materials (mostly books);
- Signing in/out resources to the public;
- Ensuring the library is open to the public on a regular schedule;
- Volunteer recruitment & management;
- General promotion of the library;
- Basic cleaning and maintenance;

#### Eligibility:

- › Must be OWSP eligible  
([http://www.trentu.ca/careers/students/services\\_employment.php#owsp](http://www.trentu.ca/careers/students/services_employment.php#owsp));
- › Computer and web design skills an asset but not required;

**Term:** January - April 2009

**Wage:** \$9.15 per hour / approx. 10 hrs/wk.

Applications quoting job # ye09\_lib-owsp (including a resume, cover letter, and the names and contact information of at least two references) Should be received not later than **5:00pm, 9 January 2009**

by hand, post, or electronic mail by:

Mr. Dwayne Collins, Steward

Sadleir House

751 George St. N.

Peterborough, ON

K9H 3T2

[dcollins@prcsa.ca](mailto:dcollins@prcsa.ca) (PDF format only)

We appreciate all applications, but only those selected for an interview will be contacted.



Employment Opportunity