



Job Posting

Posted: April 17, 2024

Closes: May 1, 2024 at 5:00pm.

Canada Summer Student – Digitization Assistant

(FULL-TIME) TEMPORARY STUDENT POSITION

This position is dependent on funding from the Canada Summer Jobs 2024 Program

Location: Central Library

Job Summary:

The Digitization Assistant will collaborate with the Digitization Technician and the Manager of Innovation, Collections & Technology to scan and digitize materials in the library's Local History collection. This will include making suggestions, evaluating collections to be digitized and participating in team and departmental meetings as required.

Requirements:

1. Be between 15 and 30 years of age at the beginning of the employment.
2. Be a Canadian citizen, permanent resident or person to whom refugee protection has been conferred under the Immigration and Refugee Protection Act. International students are not eligible.
3. Be legally entitled to work in Canada in accordance with relevant provincial or territorial legislation and regulations.
4. Be currently enrolled in post-secondary education and returning to school full time in the fall.

Hours of Work:

Weekdays, not more than 35 hours weekly for 8-16 weeks. The length of the contract depends on funding received.

Hourly Rate:

\$16.55 per hour (Minimum Wage over 18 years of age)

How to Apply:

Please submit your cover letter and current resume to hr@myscpl.ca. We thank all who apply. Only those selected for an interview will be contacted.

St. Catharines Public Library is an equal opportunity employer committed to inclusive, barrier-free recruitment, selection processes, and work environments. Please advise Human Resources to ensure your accommodation needs under the OHRC and Accessibility for Ontarians with Disabilities Act are provided through all stages of the recruitment process.