



Northern Lights Library System

*5615 - 48 Street, Postal Bag 8, Elk Point, Alberta T0A 1A0
Tel (780) 724-2596 Fax (780) 724-2597 info@nlls.ab.ca*

Date: April 2018

Position Title: Summer Student at Northern Lights Library System

Supervisor: Assistant Director

Term: May 7—August 31, 2018

Are you an energetic and enthusiastic team player who is excited to learn new things? If so, then we want to hear from you! The Northern Lights Library System (NLLS) is currently looking for a full-time Summer Student to assist with our day to day operations.

Your responsibilities may include but not be limited to:

- Receptionist and Clerk duties
- Delivery Driver for Interlibrary Loan service
- IT duties
- Pop-up library service on Reserve
- Assisting with Summer Reading Program
- Supporting where needed to cover staff holidays and increased summer workload

A Class 1 Alberta Driver's License or equivalent with a clean record is required.

The work atmosphere at NLLS is fun, fast paced and dynamic. We value creativity, a strong work ethic, and a sense of humour.

NLLS is a library system that serves a population of 173,038 people through a network of 47 public libraries and 54 municipalities. Located in Elk Point, Alberta, we are 2 hours East of Edmonton in a beautiful rural setting and surrounded by several larger centers within half an hour's drive. Being a member of TRAC (The Regional Automation Consortium) and TAL (The Alberta Library), we offer our member libraries opportunities and support through partner collaboration.

Closing date for this position is April 27, 2018. Interested parties should submit a cover letter and resume, including the names of three references, to:

Lois Quail
Assistant Director
Northern Lights Library System
Postal Bag 8, Elk Point, AB T0A 1A0

Email: lquail@nlls.ab.ca

We thank all candidates for their applications; however only those selected for an interview will be contacted.