

Librarian

Campus of Trinity Western University, Langley, BC



Preparing followers of
Jesus Christ to become
skilled ministry leaders.

About Us

At Northwest Seminary & College, we understand the needs and dynamics of learning to serve skilfully in today's culture. Our degrees allow for in-person, online, distance, and in-context learning. Operating since 1934, our unique in-context programs are holistic, integrating mentored development and demonstration of knowledge, skill, and character competencies critical to success in ministry.

Located in the beautiful Fraser Valley of British Columbia on the Trinity Western University Campus, Northwest students are completing degrees from coast-to-coast in Canada, as well as the USA, Central and South America, and beyond.

The Northwest community is made up of a diverse and caring group of people - faculty, staff, students, alumni, churches, agencies and donors. Our vibrant and nimble team of almost 30 staff and faculty offer an innovative, friendly, and supportive work environment committed to serving a diverse and multi-cultural church. We also seek to reflect the gender, cultural and ethnic diversity of the global body of Christ in our faculty, staff and administration. Find out [more about us](#).

The Opportunity

Posting Number: 18	Posting Date: May 2, 2024	Application Deadline:
Position Status: Part Time	Hours/Week: Minimum 1 day per week.	Remote Work: Available

The Librarian is a faculty member who oversees the delivery of library services to students enrolled in Northwest's Competency-Based (English, Korean, Spanish, French) and Korean-language Doctor of Ministry programs, providing research assistance as able, as well as leading seminars in research skills and information literacy. The Librarian supervises evaluation of library resources and delivery

of research assistance to students. They collaborate with the Academic Dean and Northwest faculty in areas related to the selection, acquisition, and evaluation of Library resources to meet the curricular needs of Northwest academic programs.

This position is ideal for a seasoned professional but may also be an opportunity for a keen and resourceful new graduate looking for their first role with career advancement opportunities.

WHAT YOU'LL BE DOING

Your work life will include:

- 1. Advise students in using resources or research skills to complete coursework.**
 - a. Lead seminars in research skills and information literacy for incoming students.
 - b. Assist students in programs where the Librarian speaks the language of instruction.
 - c. Consult with faculty, program directors, or academic mentors to provide research assistance to students in cases where the Librarian does not speak the language of instruction.
- 2. Collaborate with staff and faculty in the development of research skills training materials.**
 - a. On an annual basis, evaluate and provide faculty and staff with assistance in improving library training modules for CBTE and Doctor of Ministry Programs.
 - b. Produce learning materials or teach research and library skills (as able).
- 3. Supervise Northwest Library Resources.**
 - a. Collaborate with and supervise faculty in selecting resources to meet curricular needs.
 - b. Collaborate with Northwest administration in acquiring resources to meet curricular needs.
 - c. Monitor and evaluate the usage levels and suitability of Northwest library resources.
 - d. Produce an annual report for the Academic Dean advising of problems, issues, and proposed solutions for meeting the curricular needs of Northwest academic programs.

COMPENSATION

The salary is \$1000 per month.

BENEFITS & PERKS

- 3 weeks' vacation
- Christmas holiday shut down
- Free or discounted Northwest courses, workshops, seminars
- Trinity Campus Benefits:
 - Library access
 - Gym access
 - Free parking

About You

You are a committed follower of Jesus and are kind, caring and compassionate. Additionally, you have the following skills/traits:

- Behave ethically and with integrity
- Planning / Organization skills / Time Management
- Critical Thinking
- Problem Solving
- Analytical
- Attention to details
- Interpersonal Skills
- Teamwork/Collaboration

Education/Training/Experience

Education/Training/Experience	Required	Preferred
Masters in Library Sciences (or equivalent)	X	

Skills	Proficiency Level
Cataloging	Intermediate
Information curation	Intermediate
Computer skills	Advanced
Library Information Systems	Intermediate

How to Apply

If this sounds like you, we would love to hear from you. Please email your cover letter and resume in one file to hr@nbseminary.ca quoting **position number 18** in the subject line, on or before **July 2, 2024**. Your application will be handled with utmost discretion and confidentiality.

All applicants will receive an automated email response confirming receipt of their application submission. Due to the high number of applications we receive, only applicants who are selected for an interview will be contacted.

Note that Northwest conducts criminal background checks for all final stage candidates.

We sincerely thank all applicants for their interest in Northwest Seminary & College.