Position: Summer Technical Assistant - Temporary Part-Time
21 to 30hrs/week, May 2025 - August 2025
$36.93 per hour
This is a CUPE Local 105-01 Bargaining Unit Position

Date of Notice: April 17, 2025

Job Summary:

The Prince Rupert Library seeks a Summer Technical Assistant to aid in the development of IT related special projects. Primarily, the Summer Technical Assistant will work on the ingestion of the Prince Rupert Daily News Archive, *Turning the Pages*, as well as other related technology support tasks.

Duties and Responsibilities:

- Responsible for integration of library's print materials into digital media
- Support the technology needs of the library under the direction of the Deputy Librarian and IT staff
- Assist in providing computer support to staff
- Assist patrons on Userful internet access stations
- Assist patrons with wireless access, ebook/audio-books, online databases and other web related requests

Requirements:

- Minimum two years post secondary education in an IT related field
- Good interpersonal and communication skills both written and oral
- Detail oriented with ability to work independently
- Must be in full time attendance at an educational institution or taking a temporary break between semesters

Software Skills:

- Maintain and expand the library's digital repository systems, in particular the *Turning the Pages* newspaper archive. Familiarity with Islandora an asset
- Comfortable with both Windows and various Linux Distributions for workstations

- Experience or ability to learn how to work with server side programs: Apache, email servers, Islandora, Virtual Machines, etc.
- Experience with content management systems, preferably Drupal
- Experience in web design and related technologies such as HTML
- Experience or ability to learn Unix skills and Evergreen ILS software which includes local system administrator responsibilities
- Experience with Shell scripting an asset

Hardware Skills:

- Identify specific problems of malfunctioning machines and suggest plan of action
- Prioritize specific solutions

The Prince Rupert Library is committed to Truth and Reconciliation initiatives in every aspect of its service, and recognizes that we operate on the traditional and unceded territory of the Ts'msyen people. We strongly encourage individuals of Indigenous descent to apply.

Submit cover letter and resume or CV to:
Mercedes Taylor
Acting Chief Librarian
mercedes@princerupertlibrary.ca

Closing Date:

This position will remain advertised until filled.