



August 14, 2019

External Posting

**St. Thomas Public Library
has a temporary contract opening for a
Full Time Library IT Intern (900 hours)**

Job Summary:

Under the supervision of the Manager, Digital & Support Services, assists with the operation and coordination of IT Services within the Public Services Department in order to meet the electronic information and service needs of library users, and assists with maintenance of the Library's networks & systems infrastructure under the functional guidance of the IT Services Coordinator.

Hours of Work: 35 hours per week, 900 hours total, includes days, evenings and Saturdays.

Wage Rate: \$23.00 per hour

Qualifications

Completed post-secondary education in information systems, computer science, or related field. Experience with technology and computerized information services, focusing on end user applications essential. A comprehensive knowledge and interest in current tech trends and services available in libraries. Excellent written and verbal communication skills. Excellent computer skills required. Interpersonal and customer service skills to deal effectively with the public and staff.

This position is funded through the [Digital Skills 4 Youth](#) Internship grant. The successful applicant must meet all requirements of the grant, as stipulated by the Federal Ministry of Innovation, Science, and Economic Development.

Applicants must..

- Be between 15 and 30 years of age at the start of the internship.
- Have recently (within two years prior to the start of their internship) completed their post-secondary studies.
- Canadian citizen, permanent resident, or person who has been granted refugee status, legally entitled to work in Canada.
- Not be in receipt of Employment Insurance during their internship.
- Self-assess as underemployed, meaning they are employed below their level of education and/or hold part-time employments.

Applications to be submitted by 5 p.m. August 28th, 2019 quoting Posting Number IT22019.

Email to: jobs@stthomaspubliclibrary.ca,

Mail: St. Thomas Public Library, 153 Curtis Street, St. Thomas, ON, N5P 3Z7

Fax: 519-631-1987

Accommodations for job applicants with disabilities are available on request.

We thank all applicants, however only those selected for an interview will be contacted.

***PLEASE NOTE:** FAILURE TO INCLUDE THE JOB POSTING NUMBER **IT22019** MAY INVALIDATE YOUR SUBMISSION. **PLEASE ONLY EMAIL IN PDF FORMAT.**

This position is made possible by funding from Digital Skills 4 Youth.

153 Curtis Street, St. Thomas, ON, N5P 3Z7

Phone: (519) 631-6050 · Fax: (519) 631-1987 · www.st-thomas.library.on.ca