



Job Posting

Job Title:	Library Technician III (Records Specialist)
Job ID:	7768
Location:	Qatar
Deadline:	September 1, 2016
Full/Part Time:	Full-Time
Employment Type:	Fixed Term

Job Information

The beautiful and culturally progressive State of Qatar is home to the world class post-secondary institution, College of the North Atlantic-Qatar (CNA-Q). Internationally recognized as a comprehensive technical college, CNA-Q is committed to high quality, student-centered education. This commitment is reflected through state-of-the-art facilities, accessible and responsive technology programs and strong partnerships with industry.

The college in Qatar is owned by the State but as part of the Comprehensive Agreement, operates as College of the North Atlantic-Qatar. With more than 600 staff and 2,400 students, CNA-Q is one of Qatar's largest post-secondary institutions. By providing training in a range of technical areas including Engineering Technology, Health Sciences, Industrial Trades, Business Studies and Information Technology, CNA-Q brings the State closer to the goals of *Qatar National Vision 2030*.

DUTIES: Under the administrative direction of the Manager, Library Services, the incumbent will perform a variety of technical, administrative and public service functions associated with the operation of the Library, Archives and Learning Commons. Technical services duties will include: processing, arranging and describing semi-active and archival institutional records; creating findings aids; providing basic preservations; managing the secure destruction of transitory and end of life-cycle records; following and revising classifications, retention and file plans; print and electronic serials management; original and copy cataloguing of library materials; and materials acquisitions and processing. Administrative duties may include supervising assistant staff, processing requisitions, and space management. Public service duties will include the provision of reference services, materials retrieval and circulation, training and outreach activities, and other functions as assigned.

The successful candidate must possess these qualifications and competencies:

A Library or Archives Technician Diploma from a recognized college, or equivalent, and experience using a library and/or archives management system, as well as, delivering library and/or archives services to the public is required. S/he must have a thorough knowledge of library and archives resources and technical services procedures, including acquisitions, processing, cataloguing, records retention schedules and file classification schemes, Library of Congress classification, serials management, and arranging and describing records. The successful candidate must be self-motivated with excellent interpersonal communications and customer service skills, strong organizational and analytical abilities, and attention to detail. Expert fluency in English and effective problem solving skills are required. A demonstrated commitment to working in a team-based, collaborative environment, including working with various levels of management, staff, and committees and intercultural competence and adaptability is essential.

Having internationally recognized certified records manager qualifications would be an asset. Experience in an academic environment and using an electronic document and records management system (EDRMS) would be an asset. Knowledge of the CNA system and its programs is a definite asset.

NOTE: Employment is contingent upon successful completion of the State of Qatar visa process.

If you are a **CANADIAN CITIZEN** with excellent English language skills and are ready for a professional and personal adventure in the Middle East, we'd like to hear from you.

See our website <http://www.cna.nl.ca/careers/> to apply.

If called for an interview, you must send ***original transcripts*** directly to our office from the institution(s) prior to the interview. Successful candidates must provide a recent Certificate of Conduct.

For more information on working and living in Qatar, please visit our website at <http://www.cna.nl.ca/qatar>.

College of the North Atlantic - Qatar Project

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