

Sadleir House Library Community Access Intern

The P. R. Community and Student Association (PRCSA) invites applications to fill the position of Community Access Intern available at the Sadleir House Library in Peterborough, Ontario. Sadleir House is an independent, non-profit educational facility owned by the students of Trent University and shared with the community as a whole (www.sadleirhouse.ca).

The successful candidate will be responsible for staffing the Sadleir House Library, assisting users of the Community Access Program (CAP) computer, creating and implementing computer skills workshops, and promoting the Community Access Program. Applicants should indicate their experience with computer technical support, teaching, and customer service. All Sadleir House staff are expected to aid with day-to-day operations of the facility.

Eligibility and Qualifications:

- Between the ages of 15 and 30;
- Currently attending, or has completed at least one course at, a post-secondary institution;
- Computer technical support;
- Strong customer service and communication skills;
- Available weekends and evenings;
- Workshop facilitation or other teaching experience.

Term: November 2011 - March 2012

Application Deadline: November 7th, 2011 by 5:00pm

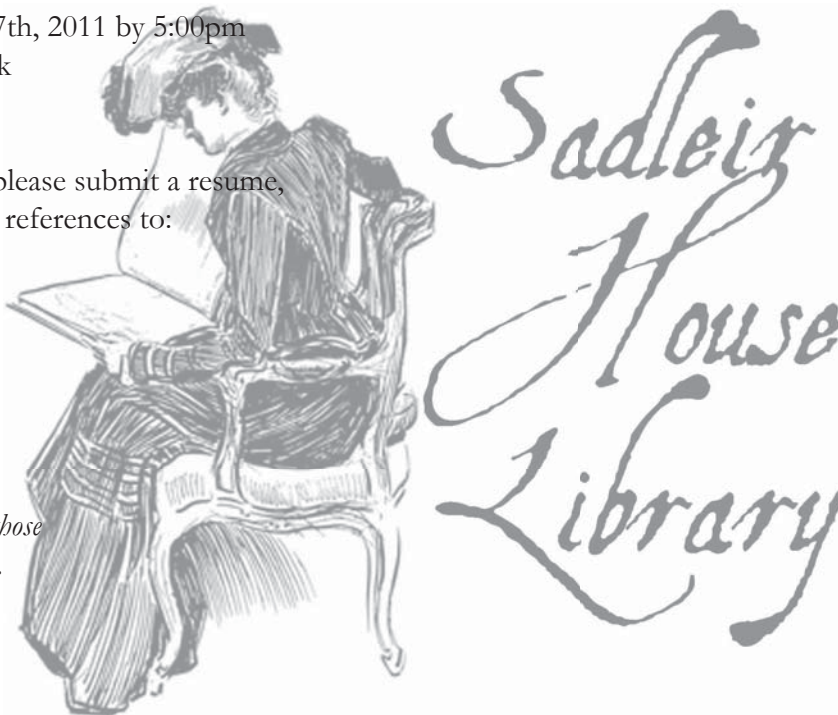
Wage: \$11.00 per hour / 11 hrs/wk

Method of Application:

Quoting job number CAP YE12, please submit a resume, cover letter, and the names of two references to:

Ms. Alissa Paxton
Acting Steward of Sadleir House
751 George St. N.
Peterborough, ON
K9H 3T2
info@prcsa.ca (PDF Format only)

We appreciate all applications but only those selected for an interview will be contacted.



EMPLOYMENT OPPORTUNITY