



ALBERTA BIBLE COLLEGE
EST 1932

*Preparing believers for the sake of the kingdom of God in whatever social and cultural context
God leads them locally and globally.*

Librarian Job Posting

Overview:

Alberta Bible College (ABC) is hiring a Librarian to oversee the operation of its academic library including both physical and digital resources.

This is a part-time position (20 hours per week). The rate of pay is \$30 per hour. All hours will be worked on campus between the hours of 8:00 a.m. and 6:00 p.m. Monday-Friday. Occasional evening work is required.

Note: Opportunities to bundle this position with one or more other part-time roles at ABC (e.g., Registrar) to create a full-time position with health benefits is possible for the right candidate.

Qualifications:

It is preferred that the successful applicant possess an accredited Master of Library and Information Studies (MLIS), Master of Library Science (MLS), Master of Information (MI) or equivalent degree. However, individuals with a Library Information Technology diploma may also apply.

Professional experience in an academic library setting, as well as knowledge of the field of biblical/theological studies, are assets but not required.

The successful applicant should also be able to:

- Work independently within a library setting.
- Work collaboratively within the context of a small college staff.
- Demonstrate a spirit of hospitality and service to library users.
- Possess strong interpersonal skills.
- Demonstrate a commitment to the Christian faith.
- Be able to enthusiastically sign ABC's Statement of Faith and Community Rule of Life. See <https://www.abccampus.ca/students/student-life/spiritual-life/> for more details.

Responsibilities:

Reporting to the Academic Dean, the Librarian is responsible for tasks including:

- Leadership
 - Developing and implementing vision for the ABC library that supports the colleges' mission, vision, values, goals and learning outcomes.



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- o Ensuring ABC's library is in compliance with accreditation requirements. See Standard 8 (Learning Resources and Services) of the Association of Biblical Higher Education's Institutional Accreditation Standards.
- o Developing, reviewing, and implementing library policies in coordination with the Academic Services Team, Faculty Senate, and President's Cabinet.
- o Representing ABC in consortia and external vendor relationships.
- o Participating in ABC's Academic Services Team and Faculty Senate meetings.
- Library Operations
 - o Ensuring students and faculty have ongoing access to physical and digital resources.
 - o Managing communications and subscriptions with external vendors.
 - o Overseeing library facilities and IT needs.
 - o Keeping the library website and Library Handbook up to date.
 - o Leading annual assessment of library operations.
- Collection Development and Management
 - o Acquiring library resources (including print, electronic, and subscriptions) to support ABC curriculum.
 - o Cataloging new resources.
 - o Weeding resources that no longer support ABC curriculum.
- Information Literacy
 - o Leading new student orientation sessions related to library resources, ethical and responsible use of artificial intelligence (AI), and academic integrity.
 - o Supporting faculty in integrating information literacy, AI literacy, and research skills into course curriculum.
 - o Teaching relevant portions of G201/G2010 Academic Research and Writing courses.
- Financial Management
 - o Developing annual library budget.
- Other responsibilities as negotiated.

Works closely with and is supervised by:

- Academic Dean

Works closely with and collaborates with:

- President's Cabinet
- Academic Services Team
- Faculty Senate

How to Apply:



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Interested applicants should email a cover letter, resume/CV, and three references to cabinet@abccampus.ca by Monday, June 15.

Only those selected for interviews will be contacted. Interviews with selected applicants will be held in the second half of June. The start date for the position is August 1.

About ABC:

Alberta Bible College is a Christian higher education institution that prepares believers for the sake of the kingdom of God in whatever social and cultural context God leads them locally and globally.

ABC is accredited by the Association of Biblical Higher Education (ABHE) and will be entering its ninety-fifth year of higher education in 2026-2027. The Canada Student Loans Plan, Immigration, Refugees Citizenship Canada (IRCC), and Alberta Advanced Education recognize ABC as a Designated Learning Institution (DLI). We are authorized to receive international students and can offer educational programs eligible for Alberta and Canada Student Aid.