



WOODLAND  
CULTURAL CENTRE

**Job Posting**

**Job Title:** Library Assistant (Summer Student)  
**Reports to:** Library & Archives Coordinator  
**Duration:** May 5/25 – Aug 22/25 (16 weeks)  
**Wages:** \$19.00 per hour; 35 hours per week (7 hours per day, 5 days per week) some evenings/weekends

**Job Purpose:**

Under the direction of the Library & Archives Coordinator, assumes responsibility for the organizing of the library's vertical files, cataloguing and processing materials related to the history, language, artistic practices and teachings of the Haudenosaunee culture and other First Nations of North America.

**Job Duties:**

The Library Assistant is responsible for working within the strategic operations of the Woodland Cultural Centre Research Library. This includes:

- Assist with organizing the library's vertical files
- Catalogue library materials on the WCC online catalogue
- Process library materials for public access
- Assist with set up of library for Mohawk Institute museum opening
- Networking, partnerships, collaboration - Work with other WCC departments and researchers

**Qualifications:**

- Possess knowledge and understanding of Indigenous people, their culture, history and traditions, especially in Ontario
- Detail oriented
- Effective verbal and listening communication skills
- Able to work as a team as well as independently
- Time management skills and completion of assigned tasks
- Library experience not necessary but is an asset

*Physical Requirements: The Library Assistant position is primarily office work, however there are times when heavy lifting is required. This would be in the range of boxes of books that would be 25lbs or less*

As this position is generously funded by GREAT only applicants eligible for GREAT funding can apply.

Applicants shall submit a cover letter, resume, and two references to:

Administrative Assistant Woodland Cultural Centre  
184 Mohawk Street, Brantford ON N3S 2X2  
519-759-2650  
administration@woodlandculturalcentre.ca