Invites applications for the following position(s):

COMPETITION NUMBER: 356
C.U.P.E. Local 3338 – Temporary Positions
LIBRARY ASSISTANT, GRADE 3
LIBRARY SYSTEMS DIVISION
POSITION NUMBER: 40065

POSITION OUTLINE:
Scans and checks images, copies image files onto CD-ROM and maintains records of images scanned and CD-ROMs produced. Performs other duties and responsibilities consistent with the job description and classification on request.

Please note: There are up to 8 part-time positions available working up to 24 hours bi-weekly. Priority will be given to registered SFU students, who must submit a Fall 2013 class schedule with their cover letter and resume.

QUALIFICATIONS:
• **High school graduation.
• **1 year of related experience.
• 40 wpm keyboarding skill with a high degree of accuracy.
• Ability to exercise accuracy/attention to detail.
• Ability to concentrate on detailed tasks.
• Good organizational skills.
• Ability to manage files using Windows operating system.
• Ability to exercise mature judgement.
• **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $17.10
START DATE: September 9, 2013
POSITION END DATE: December 20, 2013

A detailed resume and cover letter quoting Competition #356 must be received in our office by 4:30 pm on August 14, 2013, addressed to the attention of Linda Chan, Human Resources Advisor. Please follow the application instructions at: http://www.sfu.ca/hr/prospective_employees/HowToApply.html.

We thank all applicants for their interest; however, only those selected for interviews will be contacted.

The University is committed to the principle of equity in employment
A more detailed job description may be obtained at www.sfu.ca/jobpostings