SIMON FRASER UNIVERSITY
HUMAN RESOURCES

Date July 29, 2014

Invites applications for the following position (s):

COMPETITION NUMBER: 290

C.U.P.E. Local 3338 – Temporary Positions

CLERK, GRADE 1

LIBRARY LOANS DIVISION

POSITION NUMBER: 96527

POSITION OUTLINE:

Provides clerical support services in Library Loans. Retrieves books and other library materials from locations throughout the library. Sorts materials into alphanumeric order. Loads books and other materials onto book trucks and re-shelves. Reads and corrects order of materials on shelves. Checks in returned books and library materials. Performs other duties and responsibilities consistent with the job description and classification on request.

Please note: There are up to 20 positions available working up to 60 hours biweekly. Priority will be given to qualified registered SFU students who must submit a Fall 2014 class schedule with their cover letter and resume.

QUALIFICATIONS:

- ** High school graduation.
- **6 months of related experience.
- Some knowledge of library procedures.
- Good interpersonal skills.
- Ability to follow oral and written instructions.
- Ability to lift up to 10 kg.
- Ability to perform repetitive tasks associated with the processing and circulation of library materials.
- Ability to read small print at a distance of two feet.
- Ability to climb, bend, and reach.
- Ability to push heavily loaded book trucks.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $13.83
START DATE: September 2, 2014
POSITION END DATE: December 19, 2014

A detailed resume and cover letter quoting **Competition #290** must be received in our office by **4:30 pm on August 5, 2014,** 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