SIMON FRASER UNIVERSITY
HUMAN RESOURCES

Date August 12, 2014

Invites applications for the following position (s):

COMPETITION NUMBER: 316

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 2014 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 2, 2014
POSITION END DATE: December 19, 2014

A detailed resume and cover letter quoting **Competition #316** must be received in our office by **4:30 pm on August 18, 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