Invites applications for the following position(s):

COMPETITION NUMBER: 381

C.U.P.E. Local 3338 – Temporary Positions
LIBRARY ASSISTANT, GRADE 2
LIBRARY LOAN DIVISION
POSITION NUMBER: 40019, 117647, 117648, 117649

POSITION OUTLINE:
Provides assistance to other Library Assistants by helping at the service counter; serving patrons at all public service points; performing general stacks maintenance and re-shelving borrowed materials; and assisting with the closing of the library in the evening. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: There are up to 4 positions working 0-60 hours bi-weekly. Days/hours of work are Monday – Thursday, 9:00PM – 12:00AM (midnight); Friday – Sunday, 7:15PM – 10:15PM. Priority will be given to qualified registered SFU students who must submit a Fall 2015 class schedule with their cover letter and resume.

QUALIFICATIONS:
- High school graduation.
- 6 months of related experience.
- 35 wpm keyboarding skill with a high degree of accuracy.
- Good organizational skills.
- Excellent interpersonal skills.
- Good oral communication skills.
- Familiarity with basic computerized record keeping functions.
- Some knowledge of Library LC Classification system.
- Ability to work shifts on call.
- Ability to perform repetitive tasks associated with the processing and circulation of Library materials, including: pushing book trucks loaded with books; handling items weighing up to 20 lbs; reading the numerical classification numbers for shelving, sorting, and shelf-reading purposes; climbing, bending, reaching, and standing; and performing data entry of records on a computer.
- Ability to deal with patrons who may be reluctant to leave the library at closing time.
- An equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $16.51
START DATE: August 21, 2015
POSITION END DATE: December 20, 2015

A detailed resume and cover letter quoting Competition #381 must be received in our office by 4:30 pm on August 19, 2015, 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