Invites applications for the following position(s):

**COMPETITION NUMBER: 550**
**C.U.P.E. Local 3338 – Temporary Position**
**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 Spring 2016 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:**
$17.27

**START DATE:**
January 4, 2016

**POSITION END DATE:**
April 29, 2016

A detailed resume and cover letter quoting **Competition #550** must be received in our office by **4:30 pm on December 16, 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](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.

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*The University is committed to the principle of equity in employment*
A more detailed job description may be obtained at [www.sfu.ca/jobpostings](http://www.sfu.ca/jobpostings).