Invites applications for the following position(s):

COMPETITION NUMBER: 414
C.U.P.E. Local 3338 – Temporary Positions
LIBRARY ASSISTANT, GRADE 2
LIBRARY LOAN DIVISION
POSITION NUMBER: 40019

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 biweekly. The shifts are Monday to Thursday 9:00pm – 12:00am; Friday – Sunday 7:15pm – 10:15pm. Priority will be given to qualified registered SFU students who must submit a Fall 2016 class schedule with their cover letter and resume.

QUALIFICATIONS:
• **High school graduation
• **6 months of related experience.
• 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.
• **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $16.84
START DATE: ASAP
POSITION END DATE: November 13, 2016

A detailed resume and cover letter quoting Competition #414 must be received in our office by 4:30 pm on August 2, 2016, 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