Invites applications for the following position(s):

**COMPETITION NUMBER: 591**

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

LIBRARY ASSISTANT, GRADE 5

INTERLIBRARY LOANS & MEDIA

**POSITION NUMBER: 1482**

**POSITION OUTLINE:**
Processes Intra-library Loan requests from the Surrey and/or Belzberg campus. Processes lending SFU materials to other libraries. Processes Interlibrary loan requests and materials. Performs other duties and responsibilities consistent with the job description and classification on request. **Please note: This is a part-time position working 35 hours bi-weekly. Days/hours of work are Monday to Friday, 3.5 hours per day with flexible start times. 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 and general courses or training of short duration (up to 2 weeks) in word processing and database applications.**
- **1 year of related experience.**
- 45 wpm keyboarding skill with a high degree of accuracy.
- Ability to use database and electronic mail applications at an intermediate level.
- Ability to use word processing applications at a basic level.
- Excellent interpersonal skills.
- Good organizational skills.
- Ability to use database and electronic mail applications at an intermediate level.
- Ability to perform repetitive tasks associated with the processing, handling and circulation of library materials.
- Ability to lift up to 10kg.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:**
$19.77

**START DATE:**
ASAP

**POSITION END DATE:**
March 20, 2017

A detailed resume and cover letter quoting **Competition #591** must be received in our office by **4:30 pm on** November 15, 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](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](http://www.sfu.ca/jobpostings)