Invites applications for the following position(s):

**COMPETITION NUMBER: 640**

C.U.P.E. Local 3338 – Temporary Position
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 part-time positions available working 0-60 hours bi-weekly. The shifts are Monday to Thursday 9 am to 12 midnight; Friday to Sunday 7:15 pm to 10:15 pm. Priority will be given to qualified registered SFU students who must submit a Spring 2017 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:** March 26, 2017

A detailed resume and cover letter quoting Competition #640 must be received in our office by 4:30 pm on December 7, 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