Invites applications for the following position(s):

COMPETITION NUMBER: 663
C.U.P.E. Local 3338 - Temporary Positions
LIBRARY ASSISTANT, GRADE 3
LIBRARY SYSTEMS DIVISION

POSITION OUTLINE:
Scans and checks images, copies image files onto CD-ROM and maintains records of images scanned and CD-ROMs produced. Performs other related duties consistent with position title and classification. 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 2017 class schedule with their cover letter and resume.

QUALIFICATIONS:
- **High school graduation.
- **One year of related experience.
- 40 wpm typing 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 judgment.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $17.43
START DATE: January 3, 2017
POSITION END DATE: April 28, 2017

A detailed resume and cover letter quoting Competition #663 must be received in our office by 4:30 pm on December 19, 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