Invites applications for the following position(s):

**COMPETITION NUMBER: 664**

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

LIBRARY ASSISTANT, GRADE 3

LIBRARY LOANS DIVISION

POSITION NUMBERS: 106797, 106798, 106799

**POSITION OUTLINE:**

This position is responsible for circulating library materials, responding to patron requests for Library materials and services, and maintaining Library stacks. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: There are up to 4 positions available working 0 - 60 hours biweekly. 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.**
- 40 wpm typing or data entry with a high degree of accuracy.
- Some knowledge of Library LC Classification system.
- Familiarity with basic computerized record keeping functions.
- Good interpersonal skills.
- Good customer service skills.
- Good verbal and written English communication skills.
- Ability to handle routine & repetitive work efficiently.
- Ability to work shifts.
- Ability to lift and carry equipment or materials to 10kg.
- Ability to bend, stoop, crouch.
- Ability to push loaded book carts.
- **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 21, 2017

A detailed resume and cover letter quoting Competition #664 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