Invites applications for the following position(s):

**COMPETITION NUMBER:** 402

**C.U.P.E. Local 3338 – Continuing Position**

**LIBRARY ASSISTANT, GRADE 5**

**LIBRARY LOANS**

**POSITION NUMBER:** 318

**POSITION OUTLINE:**

Provides library loans services at the Public Service Counters by: recording loans and returns of Library circulating materials; processing reserve course requests; maintaining on-line patron fine suspension records; and, responding to patron phone and in person counter queries. Provides library loans services in the Sorting Room /Stacks Maintenance by: collecting, filing, discharging, sorting and shelving in-house books and materials; and assisting with the direction and coordination of the work of temporary staff. Additionally, trains and directs staff; assists in the review and revision of procedures; investigates violations of the library security systems; and helps to evacuate the building during emergencies. 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 – Friday; 4:30 pm – 8:00 pm.

**QUALIFICATIONS:**

- High school graduation and general courses or training of moderate duration (one semester equivalent) in database and word processing applications.
- 1 years of related experience.
- 40 wpm typing with a high degree of accuracy.
- Ability to use word processing and database applications, in a PC environment, at a basic level.
- Good knowledge of Library of Congress classification system.
- Good knowledge of Library Loans procedures and terminology.
- Basic knowledge of general Library procedures and terminology.
- Good oral and written communication skills.
- Good intercultural communication skills.
- Good organizational skills.
- Good problem-solving skills.
- Good interpersonal skills.
- Excellent customer service skills.
- Ability to work as a member of a team.
- Ability to direct the work of other positions.
- Ability to complete high volume of work within deadlines.
- Ability to work independently.
- Ability to maintain records with a high degree of accuracy.
- Ability to handle financial transactions (make change, use debit/credit card machines).
- Ability to perform repetitive movements for sustained periods of time.
- Ability to lift up to 10 kg.
- Ability to push heavily loaded book trucks.
- Ability to climb, bend, reach, and stand for sustained periods of time.
- Ability to work weekends and/or evening hours.
- An equivalent combination of formal education, certificate/program of study and experience is acceptable.

**BI-WEEKLY SALARY:** $705.07

**START DATE:** ASAP

A detailed resume and cover letter quoting **Competition #402** must be received in our office by **4:30 pm on July 17, 2017**, 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).