Invites applications for the following position(s):

COMPETITION NUMBER: 458
C.U.P.E. Local 3338 – Temporary Position
CLERK, GRADE 1
LIBRARY – ACCESS SERVICES
POSITION NUMBER: 96527

POSITION OUTLINE:
Performs well defined and straightforward duties under supervision or within standard instructions. Provides assistance to other Library Assistants primarily in Sorting Room/Stacks Maintenance by collecting, filing, discharging, sorting and shelving in-house books and materials; records returns of library circulating material electronically. Performs other duties and responsibilities consistent with the job description and classification on request. Please note: There are up to 20 positions working 0-60 hours per week. Priority will be given to qualified registered SFU students who must submit a Fall 2017 class schedule with their cover letter and resume.

QUALIFICATIONS:
- **High school graduation.
- Basic data entry skills using a computer terminal keyboard.
- Good interpersonal skills.
- Good verbal communication skills.
- Must be able to perform repetitive tasks associated with the processing and circulation of Library materials, including pushing book trucks loaded with books; handling items 1 - 20 lbs; reading the numerical classification numbers for shelving, sorting and shelf-reading purposes; climbing, bending, reaching and standing.
- Ability to work shifts.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $14.36
START DATE: September 5, 2017
POSITION END DATE: December 15, 2017

A detailed resume and cover letter quoting Competition #458 must be received in our office by 4:30 pm on August 2, 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.

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