Invites applications for the following position(s):

**COMPETITION NUMBER: 495**

C.U.P.E. Local 3338 – Temporary Position
LIBRARY ASSISTANT, GRADE 3
LIBRARY SYSTEMS
POSITION NUMBER: 40065

**POSITION OUTLINE:**
Scans and checks images, copies image files onto CD-ROM and maintains records of images scanned and CD-ROMs produced. Performs other duties and responsibilities consistent with the job description and classification on request. **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 Fall 2017 class schedule with their cover letter and resume.**

**QUALIFICATIONS:**
- **High school graduation.**
- **1 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:** $17.76
**START DATE:** ASAP
**POSITION END DATE:** December 22, 2017

A detailed resume and cover letter quoting Competition #495 must be received in our office by 4:30 pm on August 14, 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)