Invites applications for the following position(s):

COMPETITION NUMBER: 564
C.U.P.E. Local 3338 – Temporary Position
LIBRARY ASSISTANT, GRADE 5
LIBRARY ACCESS SERVICES
POSITION NUMBER: 316

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: Hours of work are Tuesday to Thursday 4:30 pm – 12:00 am; Friday and Saturday 2:45 pm – 10:15 pm.

QUALIFICATIONS:
- **High school graduation and general courses or training of moderate duration (one semester equivalent) in database and word processing applications.**
- **1 year 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.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

HOURLY SALARY: $20.14
START DATE: ASAP
POSITION END DATE: December 22, 2017

A detailed resume and cover letter quoting Competition #564 must be received in our office by 4:30 pm on September 18, 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