Invites applications for the following position(s):

COMPETITION NUMBER: 581

C.U.P.E. Local 3338 – Continuing Position
LIBRARY ASSISTANT, GRADE 5
LIBRARY
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 Friday 10:00 am – 1:30 pm; Saturday and Sunday 9:45 am – 5:15 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.**

STARTING SALARY: $705.07 (BI-WEEKLY RATE: $705.07, ANNUAL RATE: $18,394.91)
START DATE: ASAP

A detailed resume and cover letter quoting Competition #581 must be received in our office by 4:30 pm on September 27, 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/job postings*