Invites applications for the following position(s):

**COMPETITION NUMBER: 624**

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

**LIBRARY ASSISTANT, GRADE 8**

**BENNETT LIBRARY – LEARNING AND INSTRUCTIONAL SERVICES**

**POSITION NUMBER: 122312**

**REPOST**

(If you applied to the original posting, you will be included in this competition.)

**POSITION OUTLINE:**
Responds to inquiries from patrons of the Learning and Instructional Services Division in person and online using Library resources including guides and discovery tools developed by Librarians. Assists Librarians with the coordination, delivery and promotion of general library instruction sessions and orientation events. Performs other duties and responsibilities consistent with the job description and classification on request.

**QUALIFICATIONS:**
- **High school graduation and two years of post-secondary education or formal certificate/diploma program equivalent.**
  - Library Technician Diploma
- **4 years of related experience.**
- 40 wpm keyboarding skill with a high degree of accuracy.
- Excellent knowledge of library terminology, methods, and practices.
- Good knowledge of the Library of Congress Classification System.
- Good knowledge of bibliographic tools and electronic resources for academic disciplines.
- Excellent customer service skills.
- Excellent interpersonal, oral and written communication skills.
- Excellent organizational skills.
- Good analytical reasoning and problem-solving skills.
- Excellent consultative and listening skills.
- Ability to use library indexes, databases, and scheduling software at an intermediate level.
- Ability to use word processing, spreadsheet, email, and internet applications (e.g., Word, Excel, SFU Connect) at an intermediate level.
- Ability to use content management systems, web publishing and editing software (e.g., AEM, Drupal, HTML) at a basic level.
- Excellent ability to train and instruct others.
- Ability to exercise mature judgment and initiative.
- Ability to work independently, and as a member of a team.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**STARTING SALARY:** $1,703.42  **(BI-WEEKLY RATE: $1,703.42, ANNUAL RATE: $44,441.04)**

**START DATE:** ASAP

A detailed resume and cover letter quoting Competition #624 must be received in our office by 4:30 pm on January 22, 2018, 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