Invites applications for the following position(s):

COMPETITION NUMBER: 683
C.U.P.E. Local 3338 – Temporary Position
LIBRARY ASSISTANT, GRADE 3
BELZBERG LIBRARY
POSITION NUMBER: 40047

POSITION OUTLINE:
In accordance with the Belzberg Library procedure manual or as instructed by the Library Assistants, grade 5 or Librarians, accountable for work in patron service, circulating materials, stack service and other services. Performs other duties and responsibilities consistent with the job description and classification on request.

Please note: There are up to 4 part-time positions available working approximately 18-24 hours bi-weekly. Position works primarily evening hours but may be required to cover for vacation. This position is located at Belzberg Library, 515 W. Hastings St., Vancouver, BC. Priority will be given to qualified registered SFU students who must submit a Spring 2018 class schedule with their cover letter and resume.

QUALIFICATIONS:
- **High school graduation.
- **6 months of related experience.
- 40 wpm keyboarding skill with a high degree of accuracy.
- Knowledge of English grammar, spelling and punctuation.
- Familiarity with basic computerized record keeping functions.
- Knowledge of Library of Congress Classification system.
- A cooperative and courteous manner and an ability to communicate effectively with users and co-workers.
- Ability to handle routine and repetitive work efficiently while working under pressure.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.

HOURLY SALARY: $17.76
START DATE: January 2, 2018
POSITION END DATE: April 23, 2018

A detailed resume and cover letter quoting Competition #683 must be received in our office by 4:30 pm on November 20, 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