Invites applications for the following position(s):

**COMPETITION NUMBER: 702**

C.U.P.E. Local 3338 – Temporary Position
CLERK, GRADE 1
LIBRARY ACCESS SERVICES
POSITION NUMBER: 96527

**POSITION OUTLINE:**
Provides clerical support for the Library Loans division. Assists Library Assistants primarily in Back Office/Stacks Maintenance by collecting, filing, discharging, sorting and shelving books and materials; records returns of library circulating material electronically; and checks in returned books and library materials. Performs other duties and responsibilities consistent with the job description and classification on request. **Please note: There are up to 20 part-time positions available working 0-60 hours bi-weekly. 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.
- Basic data entry skills using a computer terminal keyboard.
- Good knowledge of library procedures.
- Good interpersonal skills.
- Ability to follow oral and written instructions.
- Ability to perform repetitive tasks associated with the processing and circulation of Library materials, including pushing book trucks loaded with books.
- Ability to lift and carry items up to 10 kg.
- Ability to read the numerical classification numbers for shelving, sorting and shelf-reading purposes.
- Ability to climb, bend and reach.
- **or an equivalent combination of formal education, certificate/program of study and experience is acceptable.**

**HOURLY SALARY:** $14.36
**START DATE:** January 2, 2018
**POSITION END DATE:** April 20, 2018

A detailed resume and cover letter quoting Competition #702 must be received in our office by 4:30 pm on November 29, 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.

_A more detailed job description may be obtained at _www.sfu.ca/jobpostings_ _The University is committed to the principle of equity in employment_