



# CAMPUS EMPLOYMENT JOB POSTING

FOR MORE INFORMATION CONTACT  
ADMINISTRATOR CAMPUS EMPLOYMENT  
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**JOB TITLE**                      **STUDENT LIBRARY ASSISTANT**  
**DEPARTMENT**                **LIBRARY**  
**PROGRAM RELATED**   **Library Technician or General**

## QUALIFICATIONS

- Experience working in a customer service position.
- Familiarity with library-specific organization systems (Library of Congress Call Numbers, Subject Headings, MARC format), and experience using a library catalogue.
- Excellent communication skills (written and verbal), computer skills (MS Office, PowerPoint, Word, Excel & Outlook etc.) and online research skills (Library databases, advanced search tools).

## DUTIES

- Assist with processing and shelving library material, shelf reading, and library displays.
- Assist students, faculty, and staff at the Public Service Desk. Provides basic circulation services such as checking materials in and out, renewals, equipment booking, photo ID, placing holds, assisting with study room bookings, searching for missing items, collecting fines, collecting money for print balances etc. Refer complex circulation and reference requests to Library Technicians.
- Review online Program Guides to check for broken links and errors. Assist with researching best practices for program guides. Update guides as directed by library staff members.
- May assist the library's Marketing and Outreach Library Technician with researching, writing, editing and implementation of promotional materials.

VACANCIES	1	JOB START DATE	SEPTEMBER 2024
PAY RATE	\$17.20/hr	JOB END DATE	DECEMBER 2024
DEADLINE TO APPLY	Open until filled		
HOURS	As scheduled to a maximum 120hrs per eligible semester		

### HOW TO APPLY:

*Complete the Campus Employment Application Package online, and ensure to attach your resume and class schedule. Upon hiring, all applicants must complete the Worker Health and Safety Awareness in 4 Steps training program, or provide proof of certificate from previous completion. VISIT [succicomputer.com/student-jobs](http://succicomputer.com/student-jobs)*