



Job Posting: Student Library Assistants

Employee Group: United Steelworkers (Casual Bargaining Unit)

Faculty/Division: University of Toronto Scarborough Library – User Services Unit

Description:

Student Library Assistants' responsibilities include:

- providing customer service to library patrons (students, faculty, alumni, staff and the public)
- assisting patrons in locating library materials and using library equipment
- enforcing the Quiet Library and other policies
- collecting statistics
- supporting the ongoing maintenance of the library collection
- completing other assigned duties

Qualifications

Education:

Applicants must be enrolled at the University of Toronto Scarborough and have completed one year of study.

Experience:

Customer service experience is required; library experience is an asset.

Other:

Applicants must be available to work some weekday morning shifts, and at least one weekend shift (**some weekend shifts end at midnight**).

Skills:

Successful applicants will:

- be highly engaged and motivated to provide effective customer service;
- enjoy working independently and as part of a team;
- possess outstanding communication and interpersonal skills;
- maintain a professional attitude, tact and diplomacy in dealing with sensitive and confidential material;
- be detail-oriented, well-organized and possess excellent time-management skills;
- be able to lift 25 lbs;
- be reliable, punctual and committed to fulfilling scheduled shifts.

How to Apply:

To be considered for a position for the summer (May to August) or fall (September to December) term, submit a resume and cover letter including your student number in a single electronic file (Word or pdf) using the naming convention LastnameFirstnameSLA to Mary Ann Vernon, User Services Team Lead at vernon@utsc.utoronto.ca. Positions are part-time, one term positions with the possibility of renewal.

Posting closes: March 31, 2017. *Please note that only applicants selected for interviews will be contacted.*

Hiring Rate:

\$13.15/hour