

## **LIBRARY STUDENT SPACE MONITOR – CUE LIBRARY**

Concordia University of Edmonton strives to be a community of learning grounded in scholarship and academic freedom, preparing students to be independent thinkers, ethical leaders, reflective leaders in their occupations, and citizens for the common good.

The Library is seeking two individuals to work the following hours:

**8:30 pm – 12:00 am Monday – Thursday**

**4:30 pm – 9:00 pm Friday**

**5:30 pm – 9:00 pm Saturday and Sunday.**

Final work schedules will be set based on applicant availabilities.

Reporting to the Library Director, the Library Student Space Monitors are responsible for monitoring and registering students using the Library study spaces during extended hours and for contacting CUE security if any issues emerge.

### **RESPONSIBILITIES:**

- Register all students in the building at the beginning of monitoring shift;
- Monitor the entrance and sign in and out students as they arrive and leave;
- Communicate problems with the building or anyone using it to CUE security staff; and
- Carry out Library closing procedures.

### **QUALIFICATIONS:**

- *Must currently be enrolled as a Concordia University of Edmonton Student;*
- Ability to communicate clearly in both written and verbal form;
- Effective problem solving and troubleshooting skills;
- Demonstrated professionalism and sound judgement; and
- Must have reliable transportation.

**HOURLY RATE:** \$13.00 per hour

**CLOSING DATE:** Application review will commence **February 24<sup>th</sup>, 2017** and will continue until the position is filled. Concordia is an equal-opportunity employer and international students are encouraged to apply.

**TO APPLY:** please include ***cover letter, resume and two references*** in confidence to:

Dan Mirau, Library Director  
Concordia University of Edmonton  
[dan.mirau@concordia.ab.ca](mailto:dan.mirau@concordia.ab.ca)  
780-479-9334

*Documents can be emailed to [dan.mirau@concordia.ab.ca](mailto:dan.mirau@concordia.ab.ca)  
or dropped off at the Library Service Desk*

We thank all applicants for their interest. Only those selected for an interview will be contacted.