

Student Page PART TIME POSITIONS

The two Student Page positions are from September 11, 2017 – April 21, 2018.

Qualifications

1. The ideal candidates will possess good communication and interpersonal skills in dealing with faculty, staff & students;
2. Be hardworking;
3. Must be able to work alone and as a member of a team, unsupervised;
4. Must have a good attention to detail and physical capacity to push book trucks and lift materials up to 40 lbs.

Responsibilities

Main responsibilities are:

1. Shelving library materials
2. Tidying the library public service areas by:
 - ❖ Dusting shelves and book collections;
 - ❖ Picking up papers and library materials left lying on tables;
 - ❖ Wiping study carrels and public space tables;
 - ❖ Cleaning the ITC computer keyboards and mice;
 - ❖ Shelf reading and shifting of library materials as needed;
 - ❖ Other duties as assigned.
3. Occasional back-up service for Circulation or Student Library Assistant.

Candidates must be service orientated.

Hours: Two 4 hour evening shifts per week plus rotating Saturday afternoon shifts.
(Monday – Thursday 5 pm – 9 pm and Saturdays 2 pm – 6 pm. No hours during Fall Break, Christmas Break, Reading Week and most Statutory Holidays).

Remuneration scale starts at \$13.60 per hour.

Closing date: August 25th 2017.

Please submit your resume with the names and phone numbers of two work-related references to:

Debbie Quast
Access Services Assistant
Phone: (780) 479-365
Email: debbie.quast@concordia.ab.ca