

Student Library Assistant

At the CUE Library we are committed to providing excellent service to our community. If you love helping people and strive for service excellence, the CUE Library has an opportunity for you.

Three part-time jobs are available:

Responsibilities

- Open or close the library facility
- Circulate, renew and place holds or recalls on library items, create user accounts and issue library cards
- Explain library policies to borrowers, provide directional information
- Answer basic reference questions; refer complex questions to Information Services staff
- Refer fines and lost book fee appeals to Borrower Services Coordinator
- Shelve library materials
- File, maintain supplies, tidy up library public use areas
- Provide project assistance as needed

Qualifications

- Current CUE student
- Strong service orientation and prior customer service experience
- Must be able to work alone and as a member of a team, unsupervised
- Must have a good attention to detail and physical capacity to push full book trucks and lift materials up to 15 lbs

Schedule:	Evening and Weekends 12-18 hours per week
Wage:	\$16.00 per hour
Application Deadline:	April 30th 2021
Term of Employment:	August 30th 2021 – April 23rd 2022

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

Debbie Quast
Borrower Services Coordinator
Phone: (780) 479-9365
Email: debbie.quast@concordia.ab.ca