

Library Helper

DEPARTMENT: Student Services - Library

CAMPUS: Kingston

JOB I.D.: KCS-002

NUMBER OF POSITIONS: One (1)

HOURS OF WORK: Up to 12 hours per week for up to 4 weeks

POSTED: February 12, 2019

KEY DUTIES:

- Under supervision, assist at the circulation desk
- Answer general phone inquiries
- Re-shelve returned books, toys, and children's media
- On occasion may be asked to perform other duties as assigned, such as special functions (i.e., convocation, open house, awards dinners, etc.)

QUALIFICATIONS:

- Excellent communication and interpersonal skills
- Previous library or customer service experience an asset
- Ability to do physical work
- Understanding of, and ability to demonstrate, the principles of confidentiality
- Basic computer skills
- Must be able to work some evenings from 4-9 pm, as well as have some flexibility for day shifts

TERMS OF EMPLOYMENT:

- Student must demonstrate financial need by completing an Employment on Campus Assessment (ECA)
- Student must currently be enrolled at St. Lawrence College
- Student must be in good academic standing
- Student must sign a Confidentiality Statement
- Paid at a rate of \$14.84 per hour (including 6% vacation pay)
- International, BBA, Second Career and Apprenticeship students are not eligible to be funded by the Student Employment Program, but are still encouraged to apply as other funding options may be available

Closing Date: February 26, 2019

Apply Online:

Go to: www.stlawrencecollege.ca - click "Work@SLC"- under "Jobs for Current Students," click "Current Jobs"
Submit your resume/cover letter and ECA by clicking "Apply Now"

Apply on Campus:

To Human Resources (Rm 01060) or to the Student Employment Box by Papa John's Pizza and the Student Employment Job Board