

JOB POSTING

- POSITION:** Shifting Assistant (6-9 positions)
- START / END DATES:** Monday, June 25 to Friday, August 31, 2018
- HOURS:** *Must be flexible to work either days or evenings and weekends and shifts as early as 7am and as late as midnight.*
- DEPARTMENT:** Library - Borrowing and Lending Services
- SUPERVISOR'S TITLE:** Head, Borrowing & Lending Services / Manager, Library Client Services
- HOURLY RATE:** \$14.25/hour
- JOB SUMMARY:** Shifting Project - Transport Collections

MAJOR RESPONSIBILITIES

- Shift library collections (books, periodicals, etc.);
- Loading and unloading book trucks;
- Identify damaged books and materials, including those in need of labels;
- Respond to basic patron requests appropriately; provide directional assistance to patrons;
- Perform other related duties as required.

REQUIREMENTS:

- Ability to stand up to 8 hours;
- Ability to follow detailed established procedures and methods to perform job duties;
- Able to read and understand Call Numbers;
- Capable of continuous walking and/or standing to perform duties;
- Ability to understand basic oral and written instructions;
- Must be reliable, dependable and have a good attendance record;
- Ability to understand and follow instructions regarding work duties and safety methods;
- Ability to work as part of a team.

NOTE: Applicants must currently be full-time Ryerson students with a valid SIN Card. Only applicants granted interviews will be contacted.

APPLICATION PROCEDURES: Apply by sending the cover letter, resume and 2 references no later than **Monday, June 18, 2018** to the following email:

hritscher@ryerson.ca