

Circulation Assistant (Weekends)

Start Date: May 5, 2018

End Date: August 12, 2018

Hours per Week: 5-6

Number of Positions: 2

Hourly Rate of Pay: \$14.00/hour

Supervisor: Kelly Kimberley / Heidi Ritscher

JOB DESCRIPTION:

Provide efficient, effective, respectful, and friendly service to students, staff and faculty at the Library's Circulation Desk

- Circulate library materials using library circulation software
- Assist students with self-charge machines
- Monitor and assist with exit controls
- Re-shelve books
- Take initiative in accomplishing team goals
- Any other duties as assigned

REQUIREMENTS: Customer service experience, good communication/interpersonal skills, problem-solving skills, positive attitude, knowledgeable about library software for circulating materials, library catalogue and Internet, computer knowledge, responsible, reliable, follow directions, self-motivated, punctual, good attendance, attention to details, able to work well with others in a team environment, flexible and able to work the weekend shifts

NOTE:

- Applicants must currently be full-time Ryerson students with a valid SIN Card
- Please indicate your preferred day: Saturday OR Sunday
- Only applicants granted interviews will be contacted

APPLICATION PROCEDURES:

Apply by sending the cover letter, resume and 2 references to the following email:

hritscher@ryerson.ca