

LIBRARY VACANCY POSTING

THE FOLLOWING OPENING IS AVAILABLE IN THE UNIVERSITY LIBRARY SYSTEM TO MEMBERS OF THE PRESENT STAFF WHO ARE EMPLOYED IN A MONTHLY SALARIED POSITION. If you have the necessary qualifications and are interested in the position, please apply in writing to the Library Office or by email to Debbie Clark at clarkd@post.queensu.ca. The position description is available at http://library.queensu.ca/staffweb/index_employee_info.htm

ALL POSITIONS ARE AVAILABLE EQUALLY TO MALE OR FEMALE EMPLOYEES.

APPLICATIONS FROM STAFF OUTSIDE OF STAUFFER LIBRARY MAY BE MADE BY PHONE -- LOCAL 32517, BUT MUST BE CONFIRMED IN WRITING.

POSTING DATE: **12 May 2009**

POSTING CLOSES: **20 May 2009**

POSITION #: **285**

EFFECTIVE: **June 29, 2009**

POSITION TITLE: **Teacher Resource Centre Clerk, Teacher Resource Centre**

GRADE: **LT-2**

POINTS: **n/a**

SALARY RANGE: **\$32,952 - \$37,214**

REPLACING: **Anne O'Malley**

QUALIFICATIONS: Secondary School Graduation; or an equivalent combination of education and experience. Keyboarding (minimum 30 w.p.m.) is required. Ability to meet the physical demands of the position as outlined in the Working Conditions. The incumbent must be physically fit in order to lift large containers of classroom sets of teaching materials.

SPECIAL SKILLS OR ABILITY: Accuracy and ability to follow detailed procedures, pleasant manner and tact in dealing with the public; ability to cooperate and work well with others, while working under pressure and with deadlines. Good organizational skills, service oriented, flexibility, and adaptability required. The incumbent must be physically fit in order to lift large containers of classroom sets of teaching materials. Must have the ability to work cooperatively in a team-based organization.

REGULAR HOURS WORKED: 9:00 a.m. - 5:00 p.m. Monday, Wednesday, Thursday, Friday, Tuesday 12:00 to 7:00 p.m. (Sept – mid June); 8:30 a.m. - 4:30 p.m. (mid-June - August) with some weekend shifts. Flexible schedule in accordance with Article 16:06 does not normally apply. Hours of work are subject to the operational requirements of the Unit.

SUMMARY OF DUTIES: Within established and clearly defined library procedures and regulations, performs routine circulation and stack maintenance duties including shelving. Retrieves, prepares and packages items for courier / in-person pickup and return. Performs physical processing of DVDs and kits, participates in physical processing of other material. Performs miscellaneous clerical duties.

PLEASE NOTE THAT WORKING CONDITIONS CAN BE FOUND IN THE POSITION DESCRIPTION