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| **Title of Position** | Career and Library Services Assistant (Sutherland) |
| **Department** | Student Services |

**Primary Job Duties**

**Inventory No. / Job Task Details**

1.00 Assist with the filing, sorting, organizing, retrieving and disposal of various documents

1.04 Assist with maintaining accurate and complete records and information on file

1.07 Operate office equipment such as photocopier, printer and fax machine

1.09 Assist with inventory tracking and monitoring (ie. equipment and supplies)

1.10 Respond to general inquiries (email, phone, in person), providing customer service, basic instruction and direct students/staff to appropriate personnel or resources

2.09 Update boards and display cases

4.00 Assist with project related work as required

5.00 Assist with routine maintenance and cleaning tasks as required

7.02 Load paper in printers, clear basic printer jams, remove print jobs

8.00 Assist with shelving and ensuring organizing of books and other general library resources (ie. periodicals, journals, magazines, law reports)

8.01 Assist with coverage of the circulation desk by signing books in/out and renewing materials using an automated system.

10.00 Other duties as required

**Qualifications**

* Current student of Fleming College
* Enrolled in a related program of study
* Good verbal and written communication skills
* Good human relations and interpersonal skills
* Knowledge of general office procedures
* Prior experience in a customer service environment
* Good proficiency with Microsoft Office Suite (Word, Excel, Visio, PowerPoint)
* Proficient knowledge and experience with a variety of social media platforms
* Ability to work with and maintain confidential records
* Good organizational skills, with the ability to multi-task
* Ability to use common office equipment such as photocopiers, fax machines, etc.
* Ability to follow verbal and written instructions, seeking advice from manager/leader as required
* Ability to communicate effectively and function as a team player
* Demonstrated attention to detail
* Ability to lift and move items that can weigh up to 30lbs