

Job Title: Kelly Library Book Sale Lead Student Book Sorter (**Work Study Program**)

Job Type: Temporary Part-time (This Is a Student Work-Study Job)

Category: Library (Academic)

Description and duties:

Working with the Friends of the Kelly Library Book Sale Coordinator, and the Online Sales Team, the successful candidate will sort through donations for the annual book sale to determine their subject matter and rarity. They will price out donations for the general sale and for the special editions room.

The student will also assist with the Friends of the Library online sales activities, which include but are not limited to, organizing and pricing the online inventory.

The student will be responsible for assisting with a student recruitment campaign to encourage students to volunteer with the Friends of the Kelly Library and at the annual October book sale.

The successful candidate will be constantly maneuvering around the Kelly Library and as such must be able to lift/push loads of up to ten kilograms.

The student will also be responsible for other tasks as assigned.

Qualifications:

Ideal candidate would be a St. Michael's College Undergraduate student who is interested in books, book history and publishing, and the book trade. The candidate should be reliable, possess excellent communication skills, and be fluent in written and spoken English. An ability to work independently, and adhere to institutional policies is essential. They should have a working knowledge of, or familiarity with Microsoft Office.

Above all, candidate must be enthusiastic, engaged, and willing to learn.

Compensation:

\$11.00 per hour plus 4% vacation pay.

Additional Information:

There is one position available.

This position is restricted to U of Toronto students eligible for the Work Study program.

Information available at <http://www.careers.utoronto.ca/content/work-campus>

Students are permitted to work a maximum of 90 hours overall.

Students may work no more than 12 hours in any given week.

Interviews will be conducted on an ongoing basis until the position is filled.

How to Apply:

Submit a Resume and Cover Letter to: manda.vrkljan@utoronto.ca