

Temporary Assignment AMUSE	
Position Title :	Storage Assistant / Helper (general office)
Hiring Unit :	Department of Biology / Faculty of Science
Hours :	10-15/week
Hourly Wage :	\$16.00
Duration :	June 5-August 31
Date of Posting :	May 17, 2017
Deadline to Apply :	May 29, 2017
Job Summary	
Provide assistance to the Department of Biology for coordination of their upcoming relocation to Stewart N and South.	
Main Duties & Responsibilities	
<ul style="list-style-type: none"> -assist labs and administrative team with packing, labelling boxes, identifying new destination -assist with the preparation of materials for archive. This includes also shredding non-necessary documentation and the proper labelling of documents for archiving -responsible for recording inventory of storage areas, moving boxes, keys inventory -assisting with the coordination of storage areas -assist labs in the administrative aspects of decommissioning lab spaces 	
Education/Experience	
DEP – 1-3 years experience	
Other Qualifying Skills & Abilities	
<p>Able to work autonomously and as part of a team. Excellent organizational skills and must be detailed oriented. Strong interpersonal skills. Self-starter. Graduate/undergraduate students with Science background an asset.</p> <p>Graduate/undergraduate students with a Science background, an asset</p>	
HOW TO APPLY	
<p>Please submit your curriculum vitae and cover letter to Human Resources Office - Faculty of Science by email at apo.science@mcgill.ca by May 29, 2017.</p> <p><i>McGill University is committed to equity in employment and diversity. It welcomes applications from indigenous peoples, visible minorities, ethnic minorities, persons with disabilities, women, persons of minority sexual orientations and gender identities, and others who may contribute to further diversification.</i></p>	