

### **STUDENT EMPLOYMENT OPPORTUNITY: LIBRARY STUDENT ASSISTANT**

As representatives of the Library, Student Assistants help make the library a more pleasant place to work and study. The work you do as a student assistant is essential to the library's role in supporting the academic success of students and faculty. If you have an interest in helping to create a positive environment in the library, we may have an opportunity for you.

#### **THE ROLE OF THE STUDENT ASSISTANT:**

The Student Assistant's role is to help maintain the organization of the library collection. Primarily, Student Assistants are responsible for the following duties:

- Shelving of all library materials circulated to patrons or used in-house by patrons
- Maintaining the library stacks by regular shelf-reading of the collection,
- Maintaining the library's neat and orderly appearance,
- Retrieval and return of items from stacks or storage, for interlibrary loans, and holds for patrons,
- Scanning requests for material from print/film/fiche into electronic format using a micromaterials scanner or multipurpose printer/scanner,
- Assisting at the Library Services desk during staff breaks Mon-Thu evenings, as needed,
- Special projects as assigned.
- **May be asked to participate on Library committees** that focus on Equity, Diversity, Inclusion, Accessibility and/or Indigenous Initiatives and Advocacy.

#### **GENERAL INFORMATION REGARDING STUDENT APPOINTMENTS:**

- Students are required to sign a contract of employment at the time of hire.
- Student assistants are hired for an average of 9 hours per week, although hours per week may be adjusted to accommodate busy or slow periods in the library.
- Work schedules will be arranged between you and the Library Services Supervisor to best accommodate the needs of the library and your class schedule. All students are required to submit a current course schedule. Shifts are generally 3 hours per shift x 3 shifts per week.
- While a set schedule is preferred, normal hours of work could consist of any hours that the library is open, including evenings until 11:15pm Mon-Thu, therefore a high degree of flexibility is required.
- The wages are \$19.00/hour, plus 4% vacation pay.

#### **QUALIFICATIONS:**

Candidates must be current UNBC undergraduate or graduate students. Previous library experience is an asset. Knowledge of Library of Congress Classification, good organizational skills and attention to detail are assets for this position. The ability to work independently, to take initiative, and good time management are essential.

Please forward your resume and a copy of your current course schedule to Vaunda Dumont, Library Services Supervisor: [vaunda.dumont@unbc.ca](mailto:vaunda.dumont@unbc.ca)

*We thank all applicants for their interest. Only those applicants selected for further consideration will be contacted.*