



**Position Title:** Part Time Student Librarian

**Location:** UCW Vancouver House

**Reports to:** Manager, Library & Learning Commons

#### Primary Purpose

University Canada West is a business and technology focused, independent post-secondary institution, modeled after special purpose teaching universities. The University has two campuses: West Pender and Vancouver House and its population of international and domestic students is growing substantially. Our mission is to deliver programs that provide students with the applied and theoretical basis for success in the workplace and future academic endeavors. The library team is expanding rapidly so if you are a student librarian with a strong record of collaboration, we would love to have you join our team!

This position is open to all students who are qualified to work in Canada and have completed their Program's core courses. Students who seek to gain experience in teaching, instructional design, and reference services in a busy academic library setting will find this role particularly interesting.

The role consists of 1 or 2 shifts Monday-Sunday (hours can range between 9 am-9 pm, with a specific focus on evenings and weekends).

#### Specific Responsibilities

The primary duties of the successful candidate(s) will be to:

- Provide prompt and thorough reference services to all the library patrons in person, via email, through MS Teams or by phone.
- Depending on the interest of the candidate, AskAway training may be available.
- Develop online reference resources.
- Provide classroom instruction on topics related to research skills, information literacy, and citation/plagiarism/academic integrity.
- Circulation duties: checking in/out materials, handling holds/fines, etc.
- Work with the other librarians on various library projects.
- Develop a sound understanding of all aspects of a small academic library (collection development, instruction, technical services, electronic resources management, providing AskAway services) according to own interest.

#### Position Requirements

- Experience working with the public (previous work experience in an academic library is a plus), warm and calm demeanor.
- Outstanding oral and written communication and interpersonal skills are imperative.
- Flexibility and willingness to assume different assignments.
- A good track record of learning and mastering new electronic resources.

- Available evenings and weekends.
- Some experience in web page creation/maintenance is a plus.

Please indicate in your cover letter how you are meeting the above requirements.

Salary compensation: \$25/hr

To apply, please forward your **cover letter and resume** to [jobs@ucanwest.ca](mailto:jobs@ucanwest.ca) (indicate "**Application to Student Librarian position**" in the subject line). Please consolidate both your resume and Cover Letter into a single PDF document when submitting.

*UCW is committed to attracting and retaining a diverse workforce. Together, UCW and its staff strive to create and maintain working and learning environments that are inclusive, equitable, and welcoming. We are privileged to do this work on the unceded, traditional territories of the xʷməθkʷəy̓əm (Musqueam), Skwxwú7mesh (Squamish), and Sel̓ílwitulh (Tsleil-Waututh) Nations. Applicants who are comfortable to self-identify are encouraged to do so within their application or cover letter.*