



THE UNIVERSITY OF BRITISH COLUMBIA

UBC Library  
Walter C. Koerner Library  
1958 Main Mall  
Vancouver, BC Canada  
V6T 1Z2

604 822 6363  
library.ubc.ca

**UBC Library**  
**Koerner Library Graduate Academic Assistant:**

**Job Title:** Koerner Library Graduate Academic Assistant

**Position Classification:** Researcher/Professional

**Job Description:**

We are looking for a UBC School of Information student with strong public service, teaching and information technology skills to join our team as a Graduate Academic Assistant. The Koerner Library provides a welcoming learning and research-driven environment for students, faculty, employees and community members, with a focus on the humanities and social sciences. Our service model is user-focussed and includes offering one-to-one assistance and classroom instruction for our users, in person and remotely.

The Graduate Academic Assistant works with Humanities and Social Sciences (HSS) librarians to offer research and reference assistance to students, faculty, staff, and the public in person at the Koerner Library Research Help Desk, by phone, email and online chat. The duties performed by Graduate Academic Assistants are an integral part of the library's service model, and these positions are a vital component to the service that the library provides to its users, creating an outstanding educational experience for UBC students and directly supporting student skill development and academic success.

Graduate Academic Assistants provide one-on-one research consultations; teach the use of research resources including indexes and databases, online journals, current awareness services, bibliographic management software and print resources. Graduate Academic Assistants are encouraged to take part in other ongoing workshops on specific library tools and search strategies. In addition, Graduate Academic Assistants receive ongoing mentorship and on the job training as their shifts overlap with, and they work directly with HSS librarians and others who work in specialized areas such as GIS, maps, data, and digital scholarship. The Graduate Academic Assistants also have the opportunity to work independently, allowing them to develop and build the reference and research skills that they are learning in the classroom. Graduate Academic Assistants are involved in projects under the guidance of a librarian. Students are encouraged to develop their library research skills through one-on-one feedback from librarian mentors. Graduate Academic Assistants are encouraged to share questions with their librarian mentor and they will receive regular feedback on their approach to responding to reference queries and completing projects. They will also be given a framework for reflection on their role as instructors supplemented by feedback from others on their research support and teaching. Graduate Academic Assistant positions give students the opportunity to develop diverse skills and will include one-on-one teaching skills, knowledge of discipline specific tools, advanced search strategies,



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and methods for managing and organizing digital content. Students will develop a diverse range of personal and professional skills and abilities ranging from intermediate to advanced complexity.

### **Organizational Status**

Reports to a Humanities and Social Sciences Librarian and works under the supervision of other subject librarians in Koerner Library. Works in cooperation with UBC librarians, Academic Assistants, and other departments and student groups on campus.

### **Duties and Responsibilities:**

The Graduate Academic Assistant for Koerner Library will have duties as follows:

#### **Koerner Library Research and Teaching Support**

- provide one-on-one research consultation to library patrons in the Humanities and Social Sciences disciplines in person at the Koerner Library Research Help Desk, by phone, email, and chat
- teach the use of research resources such as online journals, indexes and databases, current awareness services, bibliographic management software, and digital and print resources
- collaborate with librarians to participate in the development, design, and delivery of online and in-person workshops to support Koerner Library information literacy programming and faculty requests for library instruction
- develop and maintain web-based research and course support guides and resources on the Library web site, in collaboration with subject librarians
- promote and market services and programs to students and other stakeholders using traditional communication and social media tools
- participate in regularly scheduled librarian team meetings, Academic Assistant training programs and ongoing learning opportunities
- be familiar with Library and campus learning support services available for students and refer users accordingly
- participate in regular check in meetings with supervising librarians regarding service priorities and promotion, scheduling, and assessment
- foster a welcoming, learning and research-driven environment for students, faculty, and community members

### **Qualifications:**

#### **Required Education & Experience**

- Currently enrolled MLIS or joint MLIS/MAS student at the UBC School of Information
- Applicants have completed the MLIS Core program

#### **Preferred Education & Experience**

- Knowledge of and experience in research, and a passion for sharing this knowledge with others
- Familiarity with the UBC Library system and its print and online resources



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- Teaching and public service experience, preferably in an academic setting
- Experience in one-on-one consultation, teaching or peer support – for example, in a library, as a teaching assistant, or in a writing centre or tech support

#### **Required Skills and Qualifications**

- Competency in research including searching the Internet and proprietary digital resources
- Ability to learn new technologies quickly
- Keen eye for detail
- Excellent communication, analytical, problem solving and interpersonal skills, including in the online environment
- Initiative, flexibility, and the ability to work independently and in a collaborative team environment
- Reliable, adaptable and flexible in a changing environment

#### **Preferred Skills and Qualifications**

- Aptitude in multiple operating systems and platforms (i.e., Mac OS, Windows)
- An academic background in the Humanities or Social Sciences
- Interest in exploring, learning about and sharing information about technology and its use in libraries
- Experience using social media tools and techniques to build community and awareness
- Experience with web content management tools, or other CMS applications
- Experience designing and developing digital and/or print learning materials and using LibGuides

#### ***Salary and Hours***

\$22.67/hour, 6 hours minimum per week (with the possibility of additional hours).

The term of this position will be September 5, 2023 – April 26, 2024 (with possibility of renewal)

Orientation and training will take place the week of September 5, 2023

#### ***To Apply***

Apply via the [Careers Online](#) portal by submitting a Cover Letter, Resume, and Schedule of availability for the term in a single Word or PDF document by 11:59pm on **March 31, 2023**