



The Library

## **JOB VACANCY**

**Jan—Apr Student Librarian**

**Asian Library**

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### **JOB DESCRIPTION**

UBC Asian Library supports Asian language research, learning and community connections. We provide research and information support while offering Asian language collections and connecting with community through programming and events. We offer spacious learning and study space, and convenient access to our Asian language collections.

The Asian Library is seeking **2** Student Librarians with demonstrated interest and ability in Asian languages and culture as well as public service, collections, teaching and community engagement skills to join our team.

The anticipated start date will be the week of January 6, 2025 and will continue through to April 2025.

These will be non-WorkLearn positions.

### **WORK SETTING AND DUTIES**

Mainly onsite, with few exceptions. The student librarians should expect to work 10-20 hours a week pending availability and will engage in:

- 1) **Instruction:** Provide English and/or Asian-language instruction on library resources related to Asian Studies. This includes one-on-one instruction, both in-person at Asian Library or via phone, email or virtual platform such as Zoom; as well as in-person and virtual classroom instruction.
- 2) **Collections:** Select Asian language materials for purchase to add to Asian Library collections. Handle patron requests for Asian language materials. Work with counterparts at Library Technical Services to create orders and address record problems. Work with Asian Library colleagues to deal with collection maintenance issues. Follow guidance from Head of Asian Library regarding collections budget.

- 3) Community Engagement: Work with Asian Library colleagues to develop community engagement initiatives including the curation of displays and the creation of virtual or in-person events.
- 4) Other duties as required

The Student Librarians will receive ongoing mentorship and on-the-job training, working directly with the Head or Acting Head at Asian Library, as well as Asian Library librarians.

## QUALIFICATIONS

### REQUIRED

- Currently enrolled in the MLIS or MAS program at the iSchool at UBC
- Demonstrated interest in Asian Language and Culture
- Experience or knowledge related to incorporating equity, diversity, and inclusion (EDI) into overall professional practice
- Ability to build relationships and work collegially in a diverse, proactive, and team-oriented environment, in keeping with the [UBC Respectful Environment Statement](#); ability to effectively receive feedback and apply it to work
- Strong oral and written communication skills
- Demonstrates initiative, flexibility, attention to detail, and ability to work independently
- Must be able to work on campus

### PREFERRED

- Completed at least one term at the iSchool or have equivalent library experience
- Strong oral and written competency in the following Asian Languages:
  - 1<sup>st</sup> preference: Punjabi, Hindi, Urdu, Sanskrit (reading competency)
  - 2<sup>nd</sup> preference: Persian, Arabic, Nepali, Tibetan
  - 3<sup>rd</sup> preference: Chinese, Japanese, Korean
- Demonstrated understanding of Indigenous Asian Studies
- Experience working in public services (customer services)
- Familiarity with the UBC Library system and its online resources
- Experience leading or contributing to community projects and programs
- Availability during Asian Library's opening hours and ability to work dates and times within Asian Library's operational needs

## APPLICATION PROCESS

Please email a cover letter, resume with contact information for 2 references, your tentative Term 2 schedule and expected date of graduation in **one attachment** to Asian Library ([asian.library@ubc.ca](mailto:asian.library@ubc.ca)) with the subject heading "2025 Jan Student Librarian Application". Pdf format is preferred. **One** reference must be a work or volunteer activity-related reference. Only short-listed candidates will receive further correspondence.

The current Student Librarian pay rate is 26.02/hr.