

BC Electronic Library Network Student Librarian (2-3 positions)

For May 2025 hire

The BC Electronic Library Network (BC ELN) has 2-3 part-time Student Librarian positions available to support the work of the BC ELN library consortium and its sister consortium, the Electronic Health Library of BC (eHLbc).

About BC ELN:

BC ELN is a partnership between the Province of British Columbia and post-secondary libraries. It develops, promotes, and maintains services that ensure equitable, cost-effective access to information resources and learner support services. BC ELN exists to help post-secondary libraries meet the evolving information needs of learners, educators, and researchers across the province, regardless of their location of study.

BC ELN's core services include:

- negotiating and managing electronic resource licenses on behalf of partner libraries;
- facilitating resource sharing among partner libraries through the Illume interlibrary loan service;
- coordinating virtual learning support services AskAway and WriteAway; and
- enhancing access to digitized primary content through the Arca collaborative digital repository.

For more information, visit the [BC ELN website](#).

The BC ELN office also serves as the Administrative Centre for eHLbc. eHLbc provides the academic and health care communities of BC and the Yukon with easy access to online health library resources that support and improve practice, education, and research. For more information visit the [eHLbc website](#).

BC ELN is hosted by Simon Fraser University (SFU) and has a physical office in the SFU Library, at the Burnaby Mountain campus. SFU is situated on the unceded, traditional territories of the sə́lilwə́taʔt, kʷikwə́ləm, Skwxwú7mesh, and xʷməθkʷəy̓əm Nations. BC ELN recognizes that its work and the work of member institutions takes place on traditional Indigenous territories across the province. We acknowledge and are thankful to the First Nations, Métis and Inuit people who have cared for these territories since time immemorial.

Duties and Responsibilities:

Primary duties may include:

- Assisting BC ELN staff with technical and project workflows using platforms such as ConsortiaManager, Constant Contact, or Drupal, in support of core service areas.
- Staffing the AskAway provincial chat reference service on Sundays (3-5 hours) with the possibility of shifts on Saturdays and/or weekday evenings.
- Providing frontline support to AskAway participating libraries via the Admin Centre, including technical troubleshooting, developing documentation, supporting scheduling, and offering training, with the support of the AskAway Coordinator.
- Supporting grant writing and communications with small BC GLAM (Galleries, Libraries, Archives and Museums) organizations.
- Developing communications targeting users, resource teams, committees, vendors, and stakeholders, including the creation of newsletters and orientation videos.

Possible other duties depending on the successful candidate's qualifications:

- Creating and distributing surveys and analyzing survey data.
- Supporting the Illume provincial interlibrary loan service.
- Organizing and coordinating professional learning webinars and events for members.
- Providing frontline support and technical troubleshooting to small BC GLAM organizations hosting their digitized content in the Arca digital repository.
- Validating and preparing metadata for ingest into the Arca collaborative digital repository.
- Supporting the on-going maintenance of the BC ELN and eHLbc websites.

Qualifications:

Required:

- Currently enrolled in an MLIS or dual MAS/MLIS degree program at the UBC iSchool.
- Demonstrated ability to work independently.
- Ability to work remotely, with a reliable and secure internet connection.
- Able to work collaboratively in a collegial team environment.
- Excellent written and verbal communication skills.
- Exceptional attention to detail. Work outputs are highly accurate.

- Solid computer skills, with a proficiency in Microsoft Office Suite (particularly Excel), and content management systems such as Drupal.
- Outstanding analytical and problem-solving skills.
- Superior interpersonal skills.
- Ability to multitask.

Preferred:

- Demonstrated ability to adapt to changing environments, meet deadlines, and work well under pressure with discretion, tact, and good judgement.
- Knowledge and understanding of current and emerging library and information systems, educational tools, and databases.
- Familiarity with website maintenance and content management systems.
- Familiarity with graphic design tools such as InDesign and Canva, and communications tools such as Constant Contact.
- Experience with technical writing.
- Knowledge of HTML and Markdown.

Work term:

Early May (May 5th start date) to Late December 2025 with the possibility of extension.
20-26 hours/week.
\$30.50/hour.

Student Librarians will be required to visit the physical office at SFU Library - Burnaby Campus periodically (e.g., during orientation, to pick up equipment) and attend occasional in-person team collaboration days held in the Lower Mainland. The majority of their work will be conducted remotely. Equipment (e.g., laptop) will be provided by BC ELN.

Applications:

To apply, please submit:

1. a cover letter
2. a resume
3. a sample of your writing (250-750 words) that you believe to be an example of effective communication (e.g. an email correspondence, a piece of technical writing, a newsletter article).

Combine all documents into a single PDF and submit by **Friday March 14th at 5 pm PST** via email to: office@bceln.ca.

Contact:

Leah Hopton, Communications Manager, BC Electronic Library Network

Phone: 604-230-2251

leahh@bceln.ca

BC Electronic Library Network

Simon Fraser University

W.A.C Bennett Library, Room 7318

8888 University Way

Burnaby, BC V5A 1S6