

UBC Biomedical Branch Library – Student Librarian Position July 2024 (possible extension for Aug)

The Biomedical Branch Library (BMB Library) at Vancouver General Hospital (VGH) is seeking a student librarian to perform library circulation duties as backfill for one month (with possible extension).

Number of hours per week: 7 – 10 hours

Base hourly rate: \$19.43 hr.

Job Description

The duties are as follows:

- Provide basic circulation services, including charging/discharging materials
- Update and renew library materials for borrowing purposes
- Assist patrons with basic searches for information, including using the Library catalogue
- Providing basic information services to library users; including referral to the librarian
- Provide assistance with copy cards, and issuing OpenAthens ID for public users
- Shelving, shelf-reading, assisting patrons with copiers, printers, scanners; taking gate counts
- Collect and scan items that have circulated in-house using a web-based program
- Assist with document delivery and interlibrary loan services; pickup; copying
- Ensure there is a safe and secure study environment for students and faculty members
- Follow procedures for safety; opening/closing as needed
- Other projects as assigned by the librarian

This position is temporary and moderately complex and requires use of good judgment to ensure Library policies and procedures are followed and that library users receive excellent service.

Qualifications

iSchool students currently enrolled are invited to apply.

Successful applicants should be able to demonstrate:

- Effective oral & written communication skills; time management
- Basic knowledge of the UBC Library collection, ejournals, databases after training
- Basic knowledge of UBC Library policies & office procedures after training
- Effective interpersonal and public service/customer service skills
- General office/administrative skills and basic computer trouble-shooting skills
- Interest in UBC Library and the Faculty of Medicine; Vancouver hospital

How to apply - applications will be accepted immediately until filled.

Email your cover letter and resume to:

Dean Giustini dean.giustini@ubc.ca

Subject line: iSchool Student Summer Position at the UBC BMB Library