



**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, or through MS Teams.
- Depending on the interest of the candidate, AskAway training may be available.
- Develop online reference and instructional 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.

- Must be 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.

University Canada West is strongly committed to equity, diversity and inclusivity within its community and especially welcomes applications from racialized persons/persons of colour, women, Indigenous/Aboriginal People of North America, persons with disabilities, 2SLGBTQ+ persons and others who may contribute to the further diversification of ideas.

The University recognizes that applicants may have had obligations outside of work that have negatively impacted their record of achievements (e.g., parental, elder care and/or medical). You are not required to disclose these obligations in the hiring process. If you choose to do so, the University will ensure that these obligations do not negatively impact the assessment of your qualifications for the position. If you require any accommodations at any point during the application and hiring process, please include this note in your application.

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 traditional, ancestral and unceded territories of the x<sup>w</sup>məθk<sup>w</sup>əy̓ əm (Musqueam), Sk̓wx̓ wú7mesh (Squamish) and Sel̓ílwitulh/səlilwətał (Tseil-Waututh) Nations. We thank them for having cared for this land since time immemorial, honour their graciousness to the students who seek knowledge here and iterate our dedication to valuing the ongoing contributions of Indigenous peoples and communities.

To apply, please forward your **cover letter and resume** to [jobs@ucanwest.ca](mailto:jobs@ucanwest.ca) (please indicate "**Application to Part-time Student Librarian position**" in the subject line).