University of Alberta Libraries Student Positions For Fall 2019 & Winter 2020

Posting Date:	July 09, 2019
Closing Date:	Review of applications will begin July 19, 2019 and will continue until positions are filled (SLIS students who applied by May 2 do not need to reapply)
Salary range:	$19.21/hour (plus applicable premium pay)
Hours:	6-15 hours per week; Shifts will include evening and weekend hours (except in Bruce Peel, where the hours are all during weekday afternoons, in Archives and Digital Initiatives, where hours are weekdays only).
Positions Available:	Positions at library units across North campus, including positions in various libraries on the North Campus including the Bruce Peel Special Collections; and at the U of A Archives (RCRF) located on the South Campus and Bibliothèque Saint-Jean (8406 - 91 Street). Positions with Digital Initiatives are located in the Cameron Library.
Start Date:	Students should be available for training on Wednesday August 28 before classes start on September 4, 2019.
End date:	April 30, 2020

The application form is available at www.library.ualberta.ca/about-us/employment/ (select Application Hourly link to complete the application). Your application, cover letter, resume, along with at least two references should be submitted by email to: library.personnel@ualberta.ca. Please use email subject "2019/20 SLIS Collaborative Work Program - Public Services/ Digital Initiatives".

 Please indicate in your cover letter which positions you would like to be considered for as well your French language fluency (if applicable).

Only students who are invited for an interview will be contacted.

Requirements:

Students will be currently enrolled on a full-time basis in the School of Library and Information Studies for both fall and winter terms. Students must be available to work up to 15 hours/week from September 2019 to April 2020. Public Service shifts will include daytime, evening, and weekend hours except as described above.

Student Public Service Assistants (PSA)

Summary: Provide in-person and virtual public services in library units across campus

Qualifications:

- 2nd year students will have either taken LIS 503: Reference & Information Services or have previous library or demonstrated public/customer service experience. We will consider 1st year students who are currently enrolled in Fall 2019 LIS 503 with customer service/library experience.

- A positive *enthusiastic* attitude, a proactive approach to work and the ability to work both independently and collegially in a team environment
- Commitment to ongoing learning and willingness to share knowledge with staff and users
- Desirable: Familiarity and comfort with Google apps and standard applications such as Word, Excel, etc.; Internet and database search techniques
- Ability to work regular opening and evening shifts and shifts that include a Saturday and/or Sunday
- Any student who works at the Bibliothèque Saint-Jean must demonstrate an intermediate/advanced proficiency in French.
- Any student who works at Bruce Peel Special Collections must be able to demonstrate experience with or special interest in book history, rare books, artist's books, and/or archives. Past courses in book history or archival description are desirable.

Responsibilities:

Under the direction of the Public Service Manager/Unit Librarian, and in accordance with public service policies and procedures, the student:

- Provides public services to library patrons in-person, by telephone, email, and online (chat/IM).
- Conducts reference interviews and works with clients to assist them with their information and research needs.
- Provides borrower services (circulation/user account/library card/equipment lending), explaining and applying library and NEOS policies to use of physical collections.
- Answers subject and factual questions. Advises clients on the most appropriate information sources and tools to use. Explains the coverage and content of sources and databases, and how to access these resources
- Provides basic troubleshooting and problem-solving for technology-related problems related to access to library resources and initiates a course of action (including referral) to provide solutions. Explains and applies policies for the use of electronic collections.
- Assists in interpretation of research results, and in locating resources identified through research
- Refers questions beyond their scope of competence or authority
- Instructs individuals and small groups in access to and use of library resources and tools and software applications
- May conduct general library orientation sessions, tours, or instructional sessions using pre-scripted materials
- May be asked to work on special projects
- Any student working in Bruce Peel Special Collections also works as a reading room supervisor, assists with security work, teaches/enforces proper handling procedures (which vary for different types of materials), guides exhibition visitors, and handles catalogue sales. Project work is also a key component of the job, and has primarily involved creating AtoM finding aids for archival and semi-archival collections. Training is provided, so availability for most days in the last week of August is preferred.
- Any student working in Archives also works as a reading room supervisor of on-site researchers, as well as, archival-based projects as assigned.

Student Digital Initiatives (DI) Assistants

Summary/Responsibilities:

Assistants will provide support for a range of activities carried out through the Digital Initiatives team, including digitization, digital repositories, research data management, and open access publishing. Some specific responsibilities might include:

- Supporting clients and staff through the HelpDesk for the digital repositories ERA, ERA A+V, and Dataverse.
- Service support for open access journals and open textbook publishing
- Conducting copyright investigations and mediated deposit activities for digital repositories
- Conducting literature reviews and environmental scans on relevant topics and service models
- Providing basic troubleshooting and problem solving for DI services
- Preparing metadata and materials for digitization and working with a variety of tools to manage items and data
- Sharing skills and knowledge with other Student DI Assistants and staff.
- Working on special projects as assigned

Shifts for DI Assistants will be weekdays only.

Qualifications:

- Demonstrated ability to interpret and apply policies and procedures, exercise good judgment, recognize, troubleshoot and escalate issues/questions as appropriate.
- Ability to work both independently and as part of a team.
- Flexibility, as work varies considerably, depending on project priorities.
- Strong written communication skills, and fluency in English (oral and written) required; fluency in French a strong asset.
- Experience with MS Office suite & Google Docs; experience/expertise with spreadsheets is an asset.
- Comfort with technology and learning new software; programming experience is an asset.
- Ability to perform data entry, report compilating/writing, inventory checks, document formatting, and description of items including the creation of metadata. Attention to detail and quality assurance is important.
- Familiarity with Google Scripts and github are assets.
- General knowledge of UAL's repository services are an asset (ERA, ERA A+V, Dataverse).
- Knowledge of publishing or editorial workflows or tools is an asset (editing, layout, design, OJS, PressBooks, Adobe Creative Suite)
- Experience writing for the web is an asset

To be eligible students must be full time in the fall and winter terms 2019/20.

Program Description:

Through the collaborative program, students will acquire practical training in academic library work and the opportunity to develop and practice specific skills. Skills and competencies being acquired in the library school setting will be tested in practice and students will forge a link between their learning and the workplace.
This collaborative effort has been designed to provide practical experience in the academic library environment.