

SUMMER POSITION AVAILABLE - LAW LIBRARY

FULL-TIME SUMMER CIRCULATION DESK STUDENT ASSISTANT

This competition is open to students entering 2nd or 3rd year at UNB Law. The successful applicant **MUST** be willing to work in one of our part-time positions during the 2020/2021 school year.

MAY 2020 – AUGUST 2020

WORK HOURS: 36.25 hours per week Monday through Friday (daytime hours only). Approximately 15 weeks.

DUTIES: Staffing the circulation desk under supervision of the Senior Library Assistant, including:

- Circulating books, DVDs, laptops, and other library items using the library's automated circulation system, according to established policies.
- Retrieving, checking out and in, and reshelving materials from reserve promptly, according to established policies.
- While seated at the circulation desk, providing basic directional information to library users about the organization of the library, location of materials, use of the library's catalogue, and online resources.
- Keeping accurate statistics for items circulated manually and questions answered.
- Referring reference questions to the Reference/Instruction Librarian.
- Accepting payments for photocopies and printouts.
- Emptying the circulation desk's book return and checking in returned items promptly.
- Assisting library staff in opening and closing the library.
- Completing a variety of other assignments including but not limited to shifting and/or shelving library materials, shelf-reading, preparing materials for discard, filing of loose-leaf services, photocopying, word processing, processing mail and new library materials, and other projects.
- Under the supervision of the librarians, assist with editing and updating the library's website.
- Under the supervision of the librarians, assist with digitization projects, including scanning documents and maintaining a proper organization system.
- Other duties as assigned.

QUALIFICATIONS: Library experience preferred. Familiarity with policies of the Law Library, particularly those relating to circulation of library materials, is required, as is good knowledge of Law Library organization and materials. **Cash register, reception desk, service counter, or public service experience is highly desirable. Must be able to lift heavy material, including books and boxes. The work environment in a library contains a substantial amount of dust, dust mites, and book molds which will trigger allergies to such substances. It is suggested that only persons not susceptible to such allergies should apply for this position.**

TRAINING: Will be provided.

START DATE: May 11, 2020

RATE OF PAY: (2019 rate) \$14.00 per hour, plus vacation/holiday pay.

DEADLINE FOR APPLICATIONS: Submit your application, resumé, and class schedule for this term at the circulation desk by 4:00 PM on Friday, February 28, 2020.

INTERVIEWS will be conducted during and after the March Break. Interviewees will be contacted with an interview time based on their class schedule.

Hiring for all positions is subject to final budget approval.

APPLICATION FORMS ARE AVAILABLE AT THE LAW LIBRARY CIRCULATION DESK AND ON THE LAW LIBRARY WEBSITE

PLEASE CONTACT SUSAN JONES (susan.jones@unb.ca) OR HEATHER DOHERTY (hdoherly@unb.ca) WITH ANY QUESTIONS.