

**POSITION AVAILABLE – LAW LIBRARY / LAW FACULTY**  
**COMPUTER / CLASSROOM SUPPORT STUDENT ASSISTANT**

Competition open to students entering 2<sup>nd</sup> or 3<sup>rd</sup> year at UNB Law.

**PART-TIME SEPTEMBER 2019 – APRIL 2020**

**WORK HOURS:** Eight hours per week in the Law Library during daytime hours. Classroom support hours are as required; classroom support work is on weekdays, with occasional work in evenings and on weekends.

**LAW LIBRARY DUTIES:** Under supervision of the Head Law Librarian or designate, and as part of the Law Library's IT support team, duties include:

- Assisting law students with configuring laptops, tablets, and phones for use at UNB.
- Keeping accurate statistics on number of students assisted.
- Consulting with Head Law Librarian or designate with regard to IT priorities.
- Monitoring and updating Law Library IT projects in online tracking software.
- Monitoring performance of computer lab and performing routine and special maintenance duties as directed, including troubleshooting hardware problems (printers, disconnected cables, etc.) and monitoring performance and appearance of standard desktop image.
- Troubleshooting reported problems with library-owned laptops.
- Troubleshooting and installing software (anti-virus, updates to browsers, etc.) on Law Library public and staff computers.
- Maintaining an existing spreadsheet of computer equipment owned by the Law Library.
- Assisting with technical set up/problems associated with teaching and viewing equipment in Conference Room 7 and in the Law Library's Instruction Room (Conference Room 2).
- Frequent cleaning/dusting of Law Library lab and public computers and library-owned laptops.
- May assist law students in using computer lab for basic electronic legal research, word processing, email, online registration, and claiming accounts.
- May assist with ongoing editing of Law Library website.

- Completing special assignments as required.
- Other duties as assigned.

**IT CLASSROOM SUPPORT DUTIES:** Working with a team of other law students under the supervision of the Assistant to the Associate Dean, duties include:

- Assistance with multimedia equipment for classroom use and reporting issues to the supervisor.
- Assisting in digital recording of special events.
- Completing other special assignments as required.

**QUALIFICATIONS:** An undergraduate degree in Computer Science or a related field or some formal training in computer science coupled with work experience in the field is highly desirable. Knowledge of and hands-on experience with personal computer hardware (desktops and laptops), tablets, phones, printers, and UNB's networking software. Experience troubleshooting software and hardware problems and wireless computing problems. Knowledge of legal databases provided to Law students and faculty, such as Lexis Advance Quicklaw, WestlawNext Canada, TWEN, etc. Familiarity with Windows and Apple operating systems, scanning software, web browsers, HTML and PDF documents, Microsoft Office Suite, campus email and student printing software, online registration, and claiming UNB student accounts. General knowledge of Law Library and computer lab policies and operations. General knowledge of audiovisual equipment is also required.

**TRAINING:** Will be provided.

**RATE OF PAY:** (2018/2019 rate) \$13.75 per hour, plus vacation/holiday pay.

**DEADLINE FOR APPLICATIONS:** Submit your application, resumé and class schedule for this term at the circulation desk by 4:30 PM on Friday, March 1, 2019.

**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 CATHY COTTER ([cacotter@unb.ca](mailto:cacotter@unb.ca)) WITH ANY QUESTIONS ABOUT THE LIBRARY PORTION OF THE JOB AND JOANNE LEVISON ([levison@unb.ca](mailto:levison@unb.ca)) WITH ANY QUESTIONS ABOUT THE CLASSROOM SUPPORT WORK.**