

## **POSITION AVAILABLE – LAW LIBRARY / LAW FACULTY**

### **LIBRARY EVENING & WEEKEND / 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:** Approximately 7 hours per week in the Law Library during the regular schedule and approximately 11 hours per week during extended hours. Library work is on **weekday evenings and weekend afternoons and evenings (during extended hours, there are additional shifts on weekend mornings and evenings)**. Classroom support hours are as requested, based on faculty needs and students' class schedules. Classroom support work is on **weekdays, evenings, and possibly on weekends**.

**LAW LIBRARY DUTIES (REFERENCE):** Under the supervision of the Reference/Instruction Librarian, duties include:

- Staffing the reference desk and assisting library users with electronic and print-based legal research.
- Referring complicated or unusual reference questions to the Reference/Instruction Librarian.
- Keeping accurate statistics.
- Replenishing computer lab printer paper supply; keeping lab and kiosk area neat and tidy; reporting noise or other disruptive behavior to circulation desk staff; fixing minor problems such as paper jams, etc.
- Other duties, including special projects, as assigned.

**LAW LIBRARY DUTIES (CIRCULATION):** Under the supervision of the Senior Library Assistant, duties include:

- Staffing the circulation desk; checking in and out library material, including material on reserve.
- 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.
- Assisting library staff in clearing the library at closing time and locking up.
- Keeping accurate statistics.
- Other duties, including special projects, as assigned.

**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 any issues to the supervisor.
- Assisting in digital recording of special events.
- Completing other special assignments as required.

**QUALIFICATIONS:** Superior legal research skills and knowledge of print and electronic Law Library resources are necessary. Also required are: general knowledge of Law Library and computer lab policies and operations; organization of materials in the library; and the ability to roll book trucks and shift books and shelves. Public service experience is desired. General knowledge of audiovisual and computer equipment is desirable.

**TRAINING:** Will be provided.

**RATE OF PAY:** (2018/2019 rates) Library: \$12.25 per hour, plus vacation/holiday pay; Classroom support: \$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 NIKKI TANNER ([nikki.tanner@unb.ca](mailto:nikki.tanner@unb.ca)) OR HEATHER DOHERTY ([hdoherly@unb.ca](mailto:hdoherly@unb.ca)) WITH QUESTIONS ABOUT THE LIBRARY PORTION OF THE JOB AND JOANNE LEVISON ([levison@unb.ca](mailto:levison@unb.ca)) WITH QUESTIONS ABOUT THE CLASSROOM SUPPORT WORK.**