

POSITIONS AVAILABLE – LAW LIBRARY

CIRCULATION DESK STUDENT ASSISTANT

Competition open to students entering 2nd or 3rd year at UNB Law.

PART-TIME SEPTEMBER 2020 – APRIL 2021

WORK HOURS: Approximately 7 hours per week on weekdays only (no earlier than 8:00 AM and no later than 6:00 PM). No evenings or weekends.

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.
- 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.
- Depending on work schedule, may assist library staff in opening library at start of service day and/or clearing library at closing time and locking up.
- Other duties as assigned, including short-term special assignments.

QUALIFICATIONS: Library experience preferred. Familiarity with policies of the Law Library, particularly those relating to circulation of library materials. Good knowledge of Law Library organization and materials. **Cash register, reception desk, service counter, or other public service experience is highly desirable.**

TRAINING: Will be provided.

RATE OF PAY: (2019/2020 rate) \$12.50 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.