

POSITION AVAILABLE – LAW LIBRARY / LAW FACULTY

**LIBRARY EVENING & WEEKEND / CLASSROOM SUPPORT
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 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 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: (2019/2020 rates) Library: \$12.50 per hour, plus vacation/holiday pay; Classroom support: \$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 NIKKI TANNER (nikki.tanner@unb.ca) OR HEATHER DOHERTY (hdoherly@unb.ca) WITH QUESTIONS ABOUT THE LIBRARY PORTION OF THE JOB AND JOANNE LEVISON (levison@unb.ca) WITH QUESTIONS ABOUT THE CLASSROOM SUPPORT WORK.