

Graduate Student Reference Assistant

Organization:

University of Toronto Scarborough Library

City:

Toronto

Province/State:

ON

Country:

Canada

Category:

Library (Academic)

Job type:

Part-time

Duration:

Temporary

Student job:

Yes

Description and duties:

Under the supervision of the Coordinator, User Services or designate, the incumbent provides weekend reference, research, and fulfillment services to students, faculty, staff, and other library patrons. The incumbent is also involved with activities of the reference team and participates in projects on an as-needed basis.

- Functions as keyholder and most senior student staff on weekends, with responsibility for opening and closing the library as needed.
- Responsible for leading the staff response to emergencies, and for evacuating the library if necessary.
- Supervises desk activities of 1-2 undergraduate student library assistants.
- Provides reference and research services to students, faculty, staff, and other library patrons in person, by email and by telephone. Provides instruction to patrons in using electronic and print resources and tools, to assist with research-related tasks.
- Provides circulation services to students, faculty, staff, and other library patrons.
- Responds to noise complaints and enforces noise, food, and other policies of the library.
- Special projects as identified will include, but are not limited to, a focus on marketing, publications, training and statistical analysis.
- Other duties as assigned.

Qualifications:

Formal Education: Candidates must be currently enrolled in a university graduate studies program. Faculty of Information (iSchool) students who have completed one year of studies are preferred.

Experience: Previous reference service in an academic library and current knowledge of electronic resources offered by the UTL system preferred. Knowledge focus includes all aspects of the arts, humanities, management, social sciences, and sciences that are represented on the Scarborough campus.

Other: Excellent interpersonal, oral, and written communication skills. Customer service skills and the ability to work in a dynamic team environment. Flexibility and adaptability to respond to changing work demands and requirements. The successful candidate must be available for weekends as scheduled.

Compensation:

\$30.52/hour

Additional information:

7-8 hours per weekend, on Sundays. Additional occasional hours as required. *Contract is for one academic term, with the possibility of renewal.

Organization web site:

<https://utsc.library.utoronto.ca/>

Diversity Statement

The UTSC Library is strongly committed to diversity and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ2S+ persons, and others who may contribute to the further diversification of ideas.

Accessibility Statement

The UTSC Library is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities.

Apply by email:

martin.brich@utoronto.ca

Application deadline:

Position will be open until filled.

How to apply:

Send an e-mail with cover letter, resume, and the names of three referees in a single electronic file (PDF or MS Word with a file name convention of SurnameFirstName_GSRA) to

martin.brich@utoronto.ca

Please address the letter to

Martin Brich

User Services Unit,

University of Toronto Scarborough