



**a place of mind**  
THE UNIVERSITY OF BRITISH COLUMBIA

UBC Library  
Walter C. Koerner Library  
1958 Main Mall  
Vancouver, BC Canada V6T 1Z2

Phone 604 822 8667  
Fax 604 822 9122  
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## **UBC Library Research Commons Graduate Student Peer – Thesis and Dissertation Support**

### **Job Title: Graduate Student Peer – Thesis and Dissertation Support**

**Position Classification:** Researcher/Professional

#### **Job Description:**

In conjunction with the Centre for Writing and Scholarly Communications (CWSC), the UBC Library Research Commons seeks three Graduate Student Peers for Thesis and Dissertation Support. The UBC Library Research Commons (RC) is located within Koerner Library and provides a welcoming, interdisciplinary research-driven learning environment for graduate students, post-docs, and faculty. Our service model is peer-support, offering workshop and 1-1 assistance by graduate students for graduate students. These positions are a vital component to the service that the library provides to its users by creating an outstanding educational experience for UBC graduate students and improving graduation rates.

Graduate students who are a good fit for this position have strong teaching and writing skills, advanced Microsoft Office (particularly Microsoft Word) skills and are approachable, knowledgeable and have a passion for teaching, writing, and collaborating.

Students will develop a diverse range of personal and professional skills and abilities ranging from intermediate to advanced complexity.

#### **Organizational Status**

Reports jointly to the Program Manager, Centre for Writing and Scholarly Communication and the Research Commons Managing Librarian. Works in cooperation with the team of Peer Writing Consultants, other peer graduate student instructors and librarians on the Research Commons team, UBC librarians across campus, and other departments and graduate student groups on campus.

#### **Work Performed – Basic Duties and Responsibilities:**

The Graduate Student Peer for Thesis and Dissertation Support will:

- Participate in the delivery of existing in-person and online workshops on Thesis Formatting
- Offer in-person and computer-mediated one-on-one consultation services for Thesis Formatting using multiple operating systems, platforms, and software



- Maintain the RC Thesis Formatting guides and templates on the RC website in conjunction with the Faculty of Graduate and Postdoctoral Studies (G+PS) and relevant subject librarians
- Research best practices for Thesis and Dissertation support being offered in North American universities, summarizing findings verbally and in brief written reports
- In partnership with the CWSC and G+PS, build-on Thesis Writing Boot Camps / Retreats including Dissertation Prospectus Boot Camp.
- In consultation and partnership with other stakeholders, develop and deliver workshops and one-on-one support on the strategies and specifics of writing and managing the various components and processes of a thesis, including but not limited to: documenting the proposal; organizing the thesis; writing the abstract and lay abstract; working with sources; writing the literature review; preparing tables and figures.
- Develop and maintain documentation and online resources relevant to Thesis Support workshops
- Keep up-to-date with thesis formatting requirements as specified by G+PS, and make changes to workshops, templates, guides, and website materials as needed
- Assist in promoting and marketing RC programs to graduate students and other stakeholders using traditional communication and social media tools
- Staff Research Commons information booths at campus events
- Develop web based-content and online infrastructure for RC initiatives, as required
- Participate in regularly scheduled RC and CWSC team meetings, and on related committees and projects with partner units, including the Faculty of Graduate and Postdoctoral Studies, the Centre for Teaching, Learning and Technology, the Graduate Student Society, and others in the Library
- Be familiar with Library and campus Learning Support Services available for graduate students, including G+PS and the Graduate Pathways to Success Program [GPS], and refer users accordingly
- Participate in the RC's GAA training program and ongoing learning opportunities
- Foster a welcoming, research-driven, interdisciplinary learning environment for graduate students

**Qualifications:**

**Education & Experience:**

- Full-time, currently enrolled master's or doctoral student at UBC
- Strong competency with using advanced features of MS Word
- Teaching experience, preferably in an academic setting
- Experience in one-on-one teaching or peer support – for example, in a writing centre or skills centre – would be an asset



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### **Skills and Qualifications**

- Aptitude in multiple operating systems and platforms (i.e., Mac OS, Windows)
- Ability to learn new technologies quickly
- Keen eye for detail
- Excellent communication, analytical, problem solving and interpersonal skills
- Ability to communicate compassionately and patiently; able to work under potentially stressful situations and remain calm
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Ability and willingness to work both independently and as part of collaborative team with students and staff
- Adaptable and flexible in a changing environment
- Graduate students who are a good fit for this position are approachable, knowledgeable and have a passion for teaching, collaborating and sharing research!

### **Preferred Qualifications**

- Experience with web content management tools and/or LibGuides
- Experience using social media tools and techniques to build community and awareness
- Experience with web content management tools Wikimedia and WordPress, or other CMS applications, would be an asset

### ***Salary and Hours***

\$20.60/hour, 10 hours per week.

The term of this position will be September 1<sup>st</sup>, 2017 – April 30<sup>th</sup>, 2018.

Must be available for orientation and training on August 29<sup>th</sup> - 30<sup>th</sup>, 2017.

### ***To Apply***

Please submit a Cover Letter and Resume in a single Word or PDF document by 5pm on **August 13, 2017** via the UBC [Careers Online](#) portal. Interviews will take place between August 14<sup>th</sup> - 25<sup>th</sup>.

If you have questions, please contact Susan Atkey, Research Commons Librarian, at [susan.atkey@ubc.ca](mailto:susan.atkey@ubc.ca).