



**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  
Email [www.library.ubc.ca](http://www.library.ubc.ca)

## **UBC Library Research Commons Graduate Student Peer - Citation Management**

**Job Title:** Grad Student Peer - Citation Management

**Position Classification:** Researcher/Professional

### **Job Description:**

Graduate Student Peers in the Research Commons provide support for graduate students on a variety of essential thesis and research skills and software. The Grad Student Peers for Citation Management currently deliver workshops and individual consultations on managing research bibliographies and references using various citation management programs (RefWorks, Zotero, Mendeley). We are expanding this role to include support for managing, organizing and curating research documents and outputs.

The UBC Library Research Commons (RC) is located within Koerner Library and provides a welcoming, interdisciplinary research-driven learning environment for graduate students and Faculty. Our service model is peer-support, offering workshops and 1-1 assistance by graduate students for graduate students; the duties performed by the Grad Student Peers are an integral part of the library's service model. 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. Students will develop a diverse range of personal and professional skills and abilities ranging from intermediate to advanced complexity.

Graduate students who are a good fit for this position have strong teaching and technical skills, and are approachable, knowledgeable and have a passion for teaching, writing, and collaborating.

### **Organizational Status**

Reports to the Managing Librarian for the Research Commons. Works in cooperation with other peer graduate student instructors and librarians on the Research Commons team, and other departments and graduate student groups on campus.

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

We are looking for a graduate student with strong teaching and IT skills to join our team supporting citation management. The Graduate Student Peer for Citation Management will:

- Participate in the development, design, and delivery of in-person and online workshops on Citation Management software, including RefWorks, Zotero and Mendeley and EverNote



- Offer in-person and computer-mediated one-on-one consultation services for Citation Management using multiple operating systems, platforms, and software
- Develop and maintain RC citation management tool guides and resources in conjunction with relevant subject librarians
- Keep up-to-date with changes to citation management software tools, and make changes to workshops, guides, and website materials as needed. These tools are highly complex, and so students must be comfortable working with them and problem-solve in order to deal with the great variety of questions and situations that may arise.
- Assist in promoting and marketing RC programs to graduate students and other stakeholders using traditional communication and social media tools
- Develop web based-content and online infrastructure for RC initiatives, as required
- Participate in regularly scheduled RC project team meetings, and on related committees and projects with partner units, including the Faculty of Graduate and Postdoctoral Studies, the Centre for Writing and Scholarly Communications, 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
- Check in regularly with the RC Coordinator regarding RC service priorities, scheduling, promotion and assessment
- 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
- In depth knowledge of, and experience using, at least one of RefWorks, Mendeley, Zotero, Endnote and/or LaTeX citation management software
- Knowledge of and experience using EverNote
- 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

##### **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



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- Excellent communication, analytical, problem solving and interpersonal skills
- Ability to work independently and in a collaborative team environment
- Excellent analytical, problem solving, and interpersonal skills
- 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, 6-8 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).