JOB POSTING

JOB TITLE: LIBR1 - Student Research and Publications Assistant 1

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: Libraries - Copyright & Scholarly Communications Office

CONTACT NAME: Inba Kehoe

JOB DESCRIPTION:

This position will be situated in the University of Victoria (UVic) Libraries Copyright and Scholarly Communication Office (CSCO). The CSCO aligns and strengthens university research priorities by highlighting and addressing critical information policy and scholarly communication issues that impact faculty and graduate student research, including open access and copyright, and providing concrete avenues to surface and disseminate UVic research.

The Student Research and Publications Assistant will support the CSCO in building faculty scholarly profiles in UVic’s Research Repository and ORCID. The student will work closely with the Rights Management and Publications Coordinator and the Supervisor to help collect, describe, make accessible, and promote faculty publications and scholarly works from across the university in all academic disciplines. Projects and tasks may include, among other duties:

- Identify opportunities to improve the impact and reach of UVic-authored scholarship
- Assist with collecting faculty research publications to deposit in the university’s research repository
- Assist with the promotion of the research repository to faculty and the community
- Assist in promoting the benefits of and encouraging ORCIDs for UVic researchers
- Follow established guidelines to assist faculty in populating their scholarly profiles in ORCID

The student may be one of a team of students working on the same project(s).

QUALIFICATIONS:

- Be an upper level undergraduate student who is currently enrolled at a Canadian university
- Have an interest in or experience with scholarly publishing; understanding the full cycle of publishing
- Be detail oriented and conscientious
- Have a high level of computer skills and digital fluency
- Be able to work both collaboratively and independently
- Demonstrated strong user focus
- Be a good independent learner and problem solver
- Have strong written and verbal communication skills in English

APPLICANTS MUST BE ELIGIBLE TO PARTICIPATE IN THE WORK STUDY PROGRAM
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php
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JOB LOCATION ON-CAMPUS: McPherson Library, William Mearns Centre for Learning, Room 250

WORK STUDY WAGE: $15.50/hour (including 4% vacation pay)

HOURS AVAILABLE: 150

HOW TO APPLY: Cover Letter and Resume to ikehoe@uvic.ca, Attention: Inba Kehoe, Head, Copyright and Scholarly Communications Office