

2022/2023 WORK STUDY PROGRAM

JOB POSTING

JOB TITLE: LIBR4 - Law Library Information Assistant

EMPLOYEE GROUP: CUPE

DEPARTMENT NAME: LIBR –Priestly Law Library, University of Victoria Libraries

CONTACT NAME: Emily Nickerson

JOB DESCRIPTION:

The primary focus is to contribute to library projects involving collecting, compiling, and organizing information as directed by the law librarians. Projects and tasks may include, among other duties:

- Updating and editing law library legal information, research, instructional resources, and online library research guides with the guidance of the law librarians;
- Promoting the access to and organization of the law library collection including UVic Law faculty scholarship, with the guidance of librarians;
- Assisting with quality assurance for web archive collections
- File management and digitization of library files; and
- Answering directional questions from library users and referring them to a law librarian or loan desk staff as appropriate.

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

QUALIFICATIONS:

Law student in the JD or JD/JID program, upper year preferred. Familiarity with MS Word and Excel required. Ability to understand basic legal and legal information terminology, as learned in law school, is required. Effective interpersonal, communication and time management skills required. Familiarity with UVic law library print and electronic resources is desired; familiarity with web editors is preferred; however, training is available. Familiarity with some basic social media resources is preferred.

JOB LOCATION ON-CAMPUS: Priestly Law Library

WORK STUDY WAGE: \$16.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: \$1.90/hour

HOURS AVAILABLE: 125

HOW TO APPLY: Cover letter and resume to lawref@uvic.ca,
Attention: Emily Nickerson

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>