JOB TITLE: LLAW2 – Law Library Information Assistant

DEPARTMENT NAME: LLAW – Priestly Law Library

CONTACT NAME: Caron Rollins

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;
• 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 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: $13.50/hour (including 4% vacation pay)

DEPARTMENT TOP UP: $2.17/hour

HOURS AVAILABLE: 125

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

Applicants must be eligible for Work Study Program
For details go to: http://www.uvic.ca/registrar/safa/work-study/index.php