**Research Commons Student Coordinator Position**

***Position Description***

The Research Commons (RC) is located within Koerner Library and provides a welcoming, interdisciplinary research-driven learning environment for graduate students and Faculty. We are looking for an energetic and administratively savvy graduate student with exceptional organizational, facilitation, team building, scheduling, and coordination skills to join our team as RC Student Coordinator. In this role, you will:

* participate in the ongoing development, design, and delivery of in-person services and online resources of the Research Commons
* offer one-on-one peer support to members of the RC Graduate Student team delivering the wide range of RC services
* design, develop and maintain promotional tools and resource to market RC services
* develop and maintain the RC service schedule in collaboration with Library partners, ensuring adequate instructional and consultation coverage
* act as the primary liaison between the RC team and librarians in Koerner and Woodward libraries, where core services will be delivered
* be responsible for administration, coordination and promotion of the monthly Cinema Salon series.
* promote and market 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
* develop and implement methods for the ongoing assessment of all RC services in collaboration with the UBC Library Assessment Librarian
* facilitate regularly scheduled RC project team meetings, and participate 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 Faculty of Graduate and Postdoctoral Studies and the Graduate Pathways to Success Program [GPS], and refer users accordingly
* participate in the RC GAA training program and ongoing learning opportunities
* manage the ongoing organization of the RC project management site via ActiveCollab
* be responsible for a wide range of administrative support
* foster a welcoming, research-driven, interdisciplinary learning environment for graduate students and faculty

***Qualifications***

* Full-time, currently enrolled master’s or doctoral student at UBC
* Excellent communication, analytical, problem solving and interpersonal skills
* Ability to work independently and in a collaborative team environment
* Knowledge of UBC graduate programs and services
* Teaching experience, preferably in an academic setting
* Strong competency with advanced features of MS Word
* Strong competency with Excel and Power Point.
* Aptitude in multiple operating systems and platforms (i.e., Mac OS, Windows)
* Ability to learn new technologies quickly
* Adaptable and flexible in a changing environment
* Experience with web content management tools Wikimedia and WordPress, or other CMS applications
* Experience with facilitating groups an asset
* A passion for collaborating and sharing research!

***Salary and Hours***

$28.85/hour, 10-12 hours per week.

The term of this position will be September 2nd, 2014 to May, 1st, 2015.

Must be available for training the week of August 18th, 2014 for orientation and training.

***To apply***

Please submit a cover letter, resume and contact information for two references in a single Word or PDF document via email to [lib-grcapps@interchange.ubc.ca](mailto:lib-grcapps@interchange.ubc.ca)by 5pm on Friday, June 6th, 2014.

*Don’t miss this unique opportunity to get a leg up on navigating the graduate student research experience at UBC!*