



## **Research Commons Graduate Academic Assistants for Thesis Formatting and Citation Management Support**

### ***Position Description***

The Research Commons (RC) is located within Koerner Library and provides a welcoming, interdisciplinary research-driven learning environment for graduate students. The services offered by the Research Commons include Thesis Formatting and Citation Management support, in which graduate students provide peer support for thesis formatting using Microsoft Word, and for bibliographic management using various citation management programs. We are looking for three graduate students with strong teaching, Microsoft Office (particularly Microsoft Word), and bibliographic management skills to join our team as RC Graduate Academic Assistants for Thesis Formatting and Citation Management Support. In this role, you will:

- Participate in the development, design, and delivery of in-person and online workshops on Thesis Formatting Support and Citation Management
- Offer in-person and computer-mediated one-on-one consultation services for Thesis Formatting and Citation Management using multiple operating systems, platforms, and software
- Develop and maintain RC Thesis Formatting guides and templates on the RC website in conjunction with the Faculty of Graduate and Postdoctoral Studies (G+PS) and relevant subject librarians
- 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
- Keep up-to-date with thesis formatting requirements as specified by G+PS, and make changes to workshops, templates, guides, and website materials as needed
- 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
- 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**

- Full-time, currently enrolled master's or doctoral student at UBC
- Strong competency with advanced features of MS Word
- Aptitude in multiple operating systems and platforms (i.e., Mac OS, Windows)
- In depth knowledge of, and experience using, at least one of RefWorks, Mendeley, Zotero, Endnote and/or LaTeX citation management software
- Experience using the UBC Library catalogue and online databases to search for and find print and electronic books, journals, newspapers, etc.
- Ability to learn new technologies quickly
- Keen eye for detail
- Excellent communication, analytical, problem solving and interpersonal skills
- 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
- Ability to work independently and in a collaborative team environment
- Adaptable and flexible in a changing environment
- Experience with web content management tools Wikimedia and WordPress, or other CMS applications, would be an asset
- Knowledge of UBC graduate programs and services
- A passion for collaborating and sharing research!

### **Salary and Hours**

\$20.04/hour, 6-8 hours per week.

The term of this position will be August 1<sup>st</sup>, 2016 to April 30<sup>th</sup>, 2017.

Must be available during the first week of August 2016 for orientation and training.

### **To Apply**

Apply via the [Careers Online](#) portal by submitting a Cover Letter and Resume in a single Word or PDF document by 5pm on Friday, July 8<sup>th</sup>, 2016. Interviews will take place in mid-July.

