**WL W22 Indigenous Public Services Student Librarian**

**Position Summary:**

Xwi7xwa Library is seeking an iSchool graduate student to provide reference and information services, as well as lead projects and program development relating to First Nations/Aboriginal topics and Indigenous scholarship.

**Core Duties and Responsibilities:**

* Create and maintain Xwi7xwa Research Guides using LibApps: <http://guides.library.ubc.ca/xwi7xwaresearchguide> ; a major software tool for academic libraries and professional asset upon graduation.
* Circulation, reshelving & patron services duties.
* Other duties/projects related to student professional development as assigned.

**Reference, Instruction, & Engagement:** Student librarians will work closely with public services tasks; a core area of responsibility for librarians and asset upon graduation. Duties are as follows:

* Respond to Indigenous focused research and reference questions in person, email, Zoom, phone and social media chat.
* Provide instruction services to students, faculty, and community members in the use of the UBC Library catalogue, databases, and Summon to locate resources. Resources include articles, books/e-books, films, and archival materials at Xwi7xwa, UBC Library and other relevant libraries, archives, and museums.
* At FNHL Longhouse events and relevant conferences, student librarians will have an opportunity to extend their readers advisory skills through in-person conversations at table displays.

**Digital Marketing & Readers Advisory:** Student librarians will have the opportunity to learn strategic marketing techniques and assessment using social media management programs, such as Hootsuite. Student librarians will be responsible for:

* Creating content for Xwi7xwa Library’s multiple communication channels such as digital signage, library website, social media, and print promotions.
  + Identify themes in Indigenous current events, library titles, and other topics of interest to promote through appropriate communications channels. Depending on the nature of the content the student librarian is responsible for deciding which channels to use.
  + Many communications will focus on readers advisory promotions.
  + This is an important community engagement opportunity to share our valuable collections with audiences beyond campus.
* Create book displays based on current events and curated on critical themes represented by Xwi7xwa’s unique collections.

**Supervision:** Students will be supervised by the Information Services Librarian.

**Complexity of tasks:** Reference desk, instruction, digital marketing and readers advisory responsibilities increase according to the skills demonstrated in the student’s daily work. The work will require strong interpersonal skills and careful attention to detail.  Students are encouraged to ask questions and suggest ways in which their learning experience could be improved. The duties and responsibilities will require the student to apply classroom theory in a professional academic library setting.  Staff are available to mentor, answer questions that arise relating to duties or projects, and schedule regular check-ins.

**Goals of Organization/Unit/Program:** The work completed by student librarians actively supports UBC's current Strategic Plan Goal #3 "Partner with Indigenous communities on and off campus to address the legacy of colonialism and to co-develop knowledge and relationships." Xwi7xwa students support Indigenous services on and off campus and increase the number of librarians graduating from the iSchool with specialized skills and experience. This works towards UBC's Strategic Goal #4: Build a diverse culture that integrates our themes of innovation, collaboration and inclusion, and infuses them through all our activities. The Indigenous Strategic Plan Action #12 is to Support research opportunities for students to become global leaders in the advancement of Indigenous knowledge systems in health, governance, education, law, business, the sciences, the arts and Indigenous languages; student librarians within this position support Indigenous students at UBC accomplish this strategic goal.

Number of Openings: 2

Qualifications: The ideal candidate is a graduate level library or dual iSchool student in the First Nations Curriculum Concentration who has completed LIBR 506: Human Information Interaction, or LIBR 503 Foundations of Information Sources and Services; or equivalent course on reference services. They are knowledgeable about Indigenous issues and scholarship; and are aware of library resources relevant to Indigenous interests. An ideal candidate will be a self-directed, and well-organized worker who is also able to work in a team environment. They would have excellent interpersonal, IT, and communication skills.   
  
Additional desired skills and experience include:

* Candidates with experience working in Indigenous contexts (for example, community level, Friendship Centres), or with academic coursework in Indigenous Studies or a related discipline (for example, humanities, arts).
* Demonstrated experience or skills in customer service, project management, facilitating workshops, instruction/tutoring, and/or oral presentation skills.
* Experience with social media management software, public communications, or site design.
* Demonstrated experience or skills in graphics design and software such as Adobe creative suite (especially InDesign) and Camtasia.
* Experience with citation management software (Zotero, Endnote, Mendeley).
* Familiarity with UBC Copyright guidelines and resources.
* Ongoing awareness of current events and topics and publications relevant to Indigenous academia.   
    
  Student Learning Components:

**Orientation & Training: Orientation to the role occurs in several stages.**

- Ongoing training and professional development are provided throughout the term. Xwi7xwa Library training includes guidance for applying classroom learning in a workplace environment.

- Because classroom learning varies, training is unique to each student. The student will be trained to use Basecamp, MS Teams, server storage, the branch website, and social media accounts (for project promotion and digital storytelling).

- Reference training is provided (Summon, UBC catalogue, databases, LibGuides) with ongoing support especially during onboarding.

- By the end of the term, Xwi7xwa student librarians will have acquired and demonstrated advanced public service library workplace skills including customer interaction with a diverse patron base, in-depth search techniques and strategies, familiarity with resources and an ability to tailor reference interactions to researchers’ needs.

- Through their digital marketing and readers advisory work they will have developed strategic digital marketing techniques, will be able to identify which communication channels are appropriate for a variety of topics and audiences, and will have demonstrated ability to assess materials relevant to their audience.

**Feedback, Support & Encouragement for Reflection:**

* Short monthly reports provide regular opportunity for students to highlight accomplishments and record duties that are modified into cover letters, resumes, and that provide information for reference letter requests.
* Student librarian led meetings are scheduled monthly or per term, providing opportunity for students to share project ideas and progress with the Xwi7xwa team.
* Formal meetings are scheduled at the middle and end of each term with their Supervisors to discuss performance and learning progress.
* Digital marketing and readers advisory duties will develop students’ ability to critically assess branch materials for relevance to current events and design appropriate promotional content independently.

**Mentorship & Networking/Future Career Opportunities:**

* Collaborate with Librarians:
  + Information Services Librarian: instruction (in person & Canvas modules), workshops, weekly Longhouse lunches, special programming (conferences, UBC-wide initiatives & special dates such as UBC Pride), promotional communication and print displays (special dates/months).
  + Indigenous Programs & Services Librarian (Indigitization): promotional communications and print displays during (un)History month; digitization projects when available; and projects related to Indigenous Intellectual Property.
* Works with staff from other faculties and departments. For example, previous student librarians have worked with librarians in other branches on collections related projects, and collaborated with colleagues in the UBC Centre for Teaching, Learning and Technology to deliver citation workshops to UBC students.
* Opportunity for graduating student librarians to mentor and provide basic-level training to new incoming student librarians. Opportunity to serve as a role model to any person who may be considering a career in librarianship.
* Student librarian positions provide opportunity for professional skills experience in developing and practicing one-on-one teaching skills, modeling best practices, and encouraging student learners to become increasingly self-directed in their own learning paths and research.
* Support and mentorship as students approach graduation and transition on career path or further education (projects/assignments that support job and education applications); review of CV/resumes/cover letters and ongoing meetings/mentorship throughout the process.

**Professional Development & Complement of Classroom Learning:**

* Regular opportunities arise to build professional network connections with librarians in other units and organizations (for example, student librarians are encouraged to attend professional development activities such as conferences/workshops as they relate to the student’s areas of interest).
* Students are encouraged to blend course work with project work/development at the branch to reciprocally support student learning and tangible skills beneficial to their career paths and interests (for example, further education or specializations within the profession) Experience with marketing and content creation, from identifying subject themes, to developing displays, assessing resources, and identifying appropriate communication channels.
* Reference services in an interdisciplinary academic and specialized library containing Indigenous Knowledges and archival resources.
* Experience providing inter-cultural and cultural competency teaching and learning within an Indigenous context incorporating cultural sensitivity to diversity and equity issues.
* Knowledge of LibApps developing Xwi7xwa Library Guides <http://guides.library.ubc.ca/xwi7xwaresearchguide>
* Professional development opportunities (pre-recorded, live webinars and conferences) are often made available during the employment term. Students/supervisors remain alert to professional development opportunities that apply to student’s job and learning goals and, with consultation with the supervisor, attend them on work time.
* Occasional committee attendance may also be a learning opportunity for the student.
* Experience at Xwi7xwa gives students a ‘full service’ experience in small branch with diverse clientele and collections that enables student librarians to gain knowledge in identifying, and evaluating various types of Indigenous information sources. They also gain experience in the use of an alternate classification system ([Xwi7xwa classification](https://xwi7xwa.library.ubc.ca/collections/)), Indigenous metadata for scholarly and community research, and website development.