UBC Library Research Commons
Graduate Student Peer - Thesis Formatting and Citation Management Support

Job Title: Graduate Student Peer - Thesis Formatting and Citation Management Support

Position Classification: Researcher/Professional

Job Description:
Graduate Student Peers in the UBC Library Research Commons provide support for graduate students on a variety of essential thesis and research skills and software. We are looking for 3 graduate students to provide support to peers via workshops and individual consultations on (1), formatting the thesis using Microsoft Word to the specifications provided by the Faculty of Graduate and Postdoctoral Studies and (2), managing research bibliographies and references using various citation management programs (RefWorks, Zotero, Mendeley).

The UBC Library Research Commons (RC) is located within Koerner Library and provides a welcoming, interdisciplinary research-driven learning environment for graduate students and Faculty. Our service model is peer-support, offering workshops and 1-1 assistance by graduate students for graduate students; the duties performed by the Grad Student Peers are an integral part of the library’s service model. These positions are a vital component to the service that the library provides to its users by creating an outstanding educational experience for UBC graduate students and improving graduation rates. Students will develop a diverse range of personal and professional skills and abilities ranging from intermediate to advanced complexity.

Graduate students who are a good fit for this position have strong teaching and technical skills, and are approachable, knowledgeable and have a passion for teaching, writing, and collaborating.

Organizational Status
Reports to the Managing Librarian for the Research Commons. Works in cooperation with other peer graduate student instructors and librarians on the Research Commons team, and other departments and graduate student groups on campus.

Work Performed – Basic Duties and Responsibilities:
We are looking for a graduate student with strong teaching and IT skills to join our team supporting citation management. The Graduate Student Peer for Citation Management will:
- Participate in the development, design, and delivery of workshops on Citation Management software, including RefWorks, Zotero and Mendeley and EverNote
- Participate in the delivery of workshops on Thesis Formatting 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. These tools are highly complex, and so students must be comfortable working with them and problem-solve in order to deal with the great variety of questions and situations that may arise.
- 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:

**Education & Experience:**
- Full-time, currently enrolled master’s or doctoral student at UBC
- Strong competency with using advanced features of MS Word
- In depth knowledge of, and experience using, at least one of RefWorks, Mendeley, Zotero, Endnote and/or LaTeX citation management software
- 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
Skills and Qualifications

- Aptitude in multiple operating systems and platforms (i.e., Mac OS, Windows)
- Ability to learn new technologies quickly
- Keen eye for detail
- Excellent communication, analytical, problem solving and interpersonal skills
- Ability to work independently and in a collaborative team environment
- Excellent analytical, problem solving, and interpersonal skills
- Excellent communication skills: professional email/phone correspondence, public speaking and presentation proficiency
- Ability and willingness to work both independently and as part of collaborative team with students and staff
- Adaptable and flexible in a changing environment
- Graduate students who are a good fit for this position are approachable, knowledgeable and have a passion for teaching, collaborating and sharing research!

Preferred Qualifications

- Experience with web content management tools and/or LibGuides
- Experience using social media tools and techniques to build community and awareness
- Experience with web content management tools Wikimedia and WordPress, or other CMS applications, would be an asset

Salary and Hours

$21.00/hour, 6-8 hours per week.

The term of this position will be October 2018 – April 30, 2019 (with possibility of renewal).

To Apply

Please submit Cover Letter, Resume, and Class Schedule in a single Word or PDF document by 11:59pm on October 23, 2018 to research.commons@ubc.ca. In the subject line of your email, please include the words ‘Thesis Formatting/Citation Management position’. Allan Cho, Research Commons Librarian, allan.cho@ubc.ca.