

The University strives to be an equitable and inclusive community, and proactively seeks to increase diversity among its community members. Our values regarding equity and diversity are linked with our unwavering commitment to excellence in the pursuit of our academic mission. The University is committed to the principles of the Accessibility for Ontarians with Disabilities Act (AODA). As such, we strive to make our recruitment, assessment and selection processes as accessible as possible and provide accommodations as required for applicants with disabilities. If you require any accommodations at any point during the application and hiring process, please contact utlhr@utoronto.ca

The University of Toronto is strongly committed to diversity within its community and especially welcomes applications from racialized persons / persons of colour, women, Indigenous / Aboriginal People of North America, persons with disabilities, LGBTQ persons, and others who may contribute to the further diversification of ideas.

All qualified candidates are encouraged to apply; however, Canadians and permanent residents will be given priority.

Position: Graduate Student Library Assistant (GSLA)

Department: Eberhard Zeidler Library

Period of Employment: January 9, 2023 – April 30, 2023

Name of Supervisor: Cathryn Copper

Qualifications:

University of Toronto graduate student. Students from the Daniels Faculty of Architecture, Landscape, and Design preferred. Experience in the use of University of Toronto Library catalogue and subject databases. Experience conducting architecture research and knowledge of architecture resources. Experience conducting literature reviews. Experience supporting instruction and/or online module creation. Ability to do detailed work with speed and accuracy, and to complete work assignments promptly and accurately with minimal supervision. Proven ability to interact and work effectively with staff and public. Demonstrated good work performance and attendance record.

Desirable: Knowledge of computer applications and some experience with digital humanities and web designing are desirable. Experience with video creation software such as Camtasia.

Duties:

1. Provide support for information services.
Under supervision, provide reference services, assist in library instruction, and assistance with special library projects. Helps to support virtual and in person reference during evenings and weekends. Assists in giving library tours and basic library instruction sessions. Occasional public service desk duties.
2. Provide support for research services.
Under supervision, provide research assistance to users, create asynchronous research support tools. Helps to maintain and improve Eberhard Zeidler Library website and e-resource discoverability.
3. Assists in special library projects

Under supervision, improve access to digital resources including image databases, investigate workflows for digitizing unique materials. Other related duties may be assigned.

Note: The successful candidate will be required to work some hours in-person (onsite).

Hours per Week: 5-15, some evenings and weekends may be required.

Hourly Rate: \$26.53, \$27.32

University of Toronto Students interested in applying for this position must submit their applications via Student Job Site available at <https://studentjobs.library.utoronto.ca>.

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Applications for this position will be accepted until **January 16, 2023**