

JOB TITLE: GRADUATE ACADEMIC ASSISTANT (GAA)

POSITION SUMMARY

The student will work with Musqueam Indian Band, professional librarians, strategists for Indigenous initiatives, and ISchool faculty. The student hired for this position will provide dedicated support to develop a curated resource of materials for those seeking information about the Musqueam community into a collection that will act as a first point of contact. This resource will provide UBC community with a straightforward path to this information and is intended to alleviate UBC's demands on Musqueam resources.

DESCRIPTION OF DUTIES

- Conduct an environmental scan to identify existing educational and informational resources that have been initiated, designed, and created by Musqueam Indian Band.
- Conduct a needs assessment to determine the information seeking needs of UBC faculty, and others who request information from Musqueam for various projects, initiatives, etc.
- Create a resource that is accurate and informed by the needs of the community that can serve as a first point of contact for those seeking this information (time permitting).

QUALIFICATIONS:

- An iSchool graduate student who is registered in the First Nations Curriculum Concentration.
- The following coursework is recommended:
 - LIBR 569a: Information Practice and Protocol in Support of Indigenous Initiatives
 - LIBR 506: Human Information Interaction
 - LIBR 509: Foundations of Bibliographic Control
 - LIBR 511: Cataloguing and Classification
 - LIBR 554: Database Design
 - LIBR 555/556: Information Design I & IILIBR 579J: Community-led Libraries - optional
- Excellent oral and written communication skills.
- Ability to collaborate and work effectively in team settings.
- High level of accuracy and attention to detail.
- Excellent organization and time management skills.
- Strong computer skills including working with Microsoft excel, using collaboration tools such as Basecamp, and presentation tools to create slides and graphics.
- Ability to work independently, take initiative in appropriate ways, and use good judgement.
- Ability to take an assets-based approach to working with communities; community volunteer or work experience an asset.
- Organizational and project management skills, including the ability to prioritize tasks and manage timelines.
- Passion for community-led information work.
- A curious, flexible, and open-minded approach.
- Experience with conducting needs assessment, information seeking and retrieval, information organization, and designing information resources an asset.
- Experience with Indigenous communities is an asset.

HOURS OF WORK:

This position will be from January 24-April 31, 2022. The initial appointment is for 13 weeks. It is anticipated the GAA will work an average of 10 hours per week. The rate of pay is \$28/hour + benefits.

STUDENT LEARNING COMPONENTS:

ORIENTATION

- Introduction to direct supervisor(s) and other team members.
- An orientation to submitting timesheets and setting up payroll.
- Completion of UBC mandatory training modules, including safety, privacy and bullying prevention
- Overview of the goals and objectives of the project.
- Introduction to project partners including members of the CTLT Indigenous Initiatives team (CTLT II), Xwi7xwa Library, Campus and Community Planning and the Musqueam Indian Band.
- Introduction to Xwi7xwa Library collections, resources and services.

FEEDBACK, ONGOING SUPPORT, REFLECTION, AND NETWORKING OPPORTUNITIES

- Regular meetings with supervisor(s).
- Ongoing communication via email, and sharing of work for feedback using online tools, e.g., Teams.
- Attendance at project team meetings to understand other initiatives and how this project fits in the overall activities of CTLT Indigenous Initiatives, Xwi7xwa Library and Musqueam.
- Reporting of work progress at the project team meetings to gain feedback and ideas from the broader group, and gain confidence communicating the research to others.
- Invitations to attend events hosted by the project partners or with other communities as part of knowledge exchange activities.

PERSONAL, PROFESSIONAL AND ACADEMIC DEVELOPMENT

- The student will conduct background research in the form of an environmental scan. In doing so, they will enrich their ability to effectively locate, synthesize, and use information from a variety of sources.
- The student will gain valuable project and time management skills.
- The student will work directly with supervisors and team members from UBC Library, Musqueam, and the II team at the Centre for Teaching and Learning. This will contribute to collaboration, communication and networking skills.
- The student will gain valuable practical experience applying coursework in a professional environment, while also reflecting on the ways that information theory and institutional practice can be changed to better serve the needs of the Musqueam community.
- The student will gain experience partnering with a First Nations community (Musqueam Indian Band) and develop a better understanding of the information and collection needs of First Nations communities
- The student will conduct a needs assessment and increase their understanding of designing information resources to fulfill the goals of constituents.

- The student will consider research practices in relation to community ethics, reciprocity and knowledge sharing.
- The broader project is focused on sharing information about Musqueam with diverse audiences. The student will benefit from increased understanding of the need for sharing information in ways that reduce the burden on Indigenous and other communities.

APPLICATIONS PROCESS

Please submit a CV and cover letter outlining your interest in the position by January 20th, 2022 to Heather O'Brien: h.obrien@ubc.ca.

CONTACTS/PARTNERS

- Leona Sparrow, Musqueam Indian Band ([MIB](#))
- Amy Perreault (amy.perreault@ubc.ca), Indigenous Initiatives, Centre for Teaching, Learning and Technology ([CTLT](#))
- Karleen Delaurier-Lyle (karleen.delaurier-lyle@ubc.ca), Xwi7xwa Library
- Heather O'Brien (h.obrien@ubc.ca), UBC School of Information