

Job Type

UBC Vancouver Work Learn Program

Number of Openings

1

Job Description

The Geographic Information Centre (GIC) in the Department of Geography holds the largest and most comprehensive collection of historical aerial photographs in B.C. This unique resource provides a consistent chronology of the province and is invaluable to students, faculty, researchers, professional environmental consultants and engineers alike. The collection is regularly being requested by various users. Working in an library environment the Work Learn Student performs routine administrative tasks to support the mandate of the Department of Geography as part of the GIC team.

Duties and Responsibilities:

- Circulation of aerial photos, including shelving/sorting.
- Receiving and sorting of aerial photo donations.
- Providing assistance to students and faculty in the usage of library resources.
- Under direct supervision performs site searches for researchers and environmental consultants.
- General office duties including photocopying, scanning and answering phone enquiries.
- Participates in GIC library team meetings.

Supervision Received:

- Student report directly to the Manager of the Geographic Information Centre or designate.
- Student will work as a team and independently under supervision of the Manager.
- Student performs familiar duties independently in accordance to established policies and procedures and receives instruction on new assignments.

Complexity of tasks:

- Tasks are of moderate complexity and require a very high level of attention to detail as aerial photos are easy to misfile but can be very difficult to find once lost.
- Assistance and training is provided until new tasks are mastered.

Role in relation to the mandate of the Department of Geography:

- The GIC Work Learn Student provides administrative support to the Geography Department with the GIC's goal to provide assistance to students, faculty and researchers accessing materials and resources in the library.

Qualifications

- Strong attention to details is a must. Misfiled photos could be lost forever and in some cases are impossible to replace.
- Demonstrated organizational and time management skills.
- Previous experience in an office environment an asset.
- Ability to work independently and also as part of a team.

Education and Experience:

- 2nd or 3rd year Geography or Environmental Sciences majors preferred.

- Previous experience or course work in GIS and/or remote sensing is an asset.

Elements for a great fit:

- High level of accuracy and attention to detail.
- Interest in Geography, aerial photographs and maps.
- Organizational and time management skills.
- Very good oral and written communication skills.
- Self-motivated, quick to learn and grasp concepts of training.
- Basic office administration skills and ability to operate standard office equipment.
- Ability to deal with a wide variety of people in a calm, courteous and effective manner.

Faculty/VP

Faculty of Arts

UBC Department

Geography

Student Learning Components (UBC Vancouver Work Study/Work Learn Program)

Orientation and Training:

- Tour of the building to become familiar with other units/staff and emergency exits.
- Student trained with the library shelving system and operations at the circulation desk.
- Job specific orientation and training as required for essential tasks.
- In-person training and mentoring by the library manager.
- Opportunity to connect with other undergraduate student using the resources available in the GIC.

Feedback and Ongoing Support:

- Continuous feedback and open communication.
- Ongoing support given to nurture skills development in order to work as part of a team in an office environment.
- Supervisor and other staff always available to offer assistance and answer questions.

Complementing Classroom Learning:

- Through performing hands-on site searches for clients, student will be further acquainted with materials (aerial photos, N.T.S. system, index maps) that are introduced in their GIS/remote sensing/environmental courses, and gain an appreciation of how they are being utilized by professionals.
- Invaluable experience for students planning to enter industries in the GIS, environmental or consultation fields.

Networking:

- Student will expand their networks with staff and faculty at the Geography Department, as well as professionals in the consulting industry.

Hours Per Week

10

Salary / Wage

16.16

Preferred Degrees/Disciplines

Science/Environment/Agriculture
, Arts/Social Sciences

Additional Documents (preferred)

Cover Letter, Class Schedule

Anticipated Start Date

May 1, 2016

Experience Level

Current Students in an Undergraduate Program

MLA Reference to Job Posting: "Student Assistant-Geographic Information Centre" *UBC CareersOnline*.
14 Mar. 2016. Web 25 Mar. 2016. < <https://ubc-csm.symplicity.com/students/index.php/pid284154?mode=form&id=efdd5b4e11863d305c036c2d7da15bbe&s=jobs&ss=jobs> >