



# FACULTY OF EDUCATION

## DEPARTMENT OF LANGUAGE & LITERACY EDUCATION

The Department of Language & Literacy Education has opportunities for Graduate or Undergraduate students to work in the **UBC-Ritsumeikan Academic Exchange Program** for the 2013-14 Academic year. We are accepting applications for the following **Lab Monitor** positions. There are 4 positions available with each position working no more than 12 hours per week.

Preference will be given to those that can commit to working both semesters.

### **TERM 1: September 3 – November 29, 2013**

Lab Open from 8:30 am to 7:30 pm Mon, Wed, Thurs, and on Tues and Fri 8:30 am to 4:30 pm

### **Term 2: January 6 – April 11, 2014**

Lab open from 8:30 am to 4:00 or 4:30 pm Mon to Fri

Closed for Stat Holidays, Weekends, Reading Break and Christmas

Lab Monitors duties include: greetings visitors to the lab, assisting with first week orientation of students to the lab, assisting with printers, helping individuals format their documents or projects, loaning equipment, stocking toner and paper supplies, basic updating of software, removing items from the desktops of the computers and generally keeping the lab clean, tidy and comfortable for users.

Skills required: basic level of Mac and PC platforms, knowledge of basic printing options, and familiarity with Microsoft Office Suite (basic level).

Updated CV and cover letter can be sent as a pdf or word document to [lled-posting.educ@ubc.ca](mailto:lled-posting.educ@ubc.ca).

Please indicate your preferred work schedule (12 hours max) based on the noted opening hours above.

### **Application deadline is Friday, May 31, 2013**

*Due to the number of applications we receive, we are unable to confirm receipt of submissions over the phone or by mail, nor can we provide the status of applicants except to those who are selected for an interview.*

*UBC hires on the basis of merit and is committed to employment equity and diversity within its community. We encourage all qualified persons to apply; however, Canadian citizens and permanent residents of Canada will be given priority.*