



# FACULTY OF EDUCATION

The Department of Language & Literacy Education (LLED) has an immediate hiring opportunity for a **Print Materials Collection Coordinator** (GAA position) for the 2014\_15 academic year.

- Term: September 1<sup>st</sup> - April 30<sup>th</sup> (32 weeks) 2014\_15
- Hours: max 10hrs/wk (flexible per week)
- Rate: OGPR supported GAA rates for 2014\_15 x 0.5 appointment  
**\$3992.50** for the term
- Open: One position available

## Description and Duties

The Print Materials Coordinator will work to oversee the Department's print collection located in LLED's Digital Literacy Centre (DLC). The collection includes: professional reference books, picture and special collection picture books, juvenile non-fiction and juvenile fiction, books on reading instruction, assorted games and learning materials, and literacy collections for off-campus cohort teaching (part of the Bachelor of Education program in the faculty).

Duties include but are not limited to: sorting and maintaining the literacy collections, dispersing of the literacy teaching kits, upon request and with budget approval acquire new print books, assemble books for instructors in the cohort programs, devise workshops as necessary and upon request by cohort instructors in the DLC.

For the 2014\_15 academic year this GAA position will also be tasked with preparing the collection for a move into LLED's new building in early 2016. This may include sorting and minimizing of the collection and organizing and helping in book donations or sales as necessary.

## Qualifications

- Senior PhD student preferred but all qualified candidates are encouraged to apply
- Interest and energy to work independently and develop relationships with cohort instructors and faculty
- Demonstrated interest in experience in overseeing print material collections

This is a GAA (graduate academic assistant) designated position open to international and domestic students. The Print Materials Coordinator position can be held in LLED for two consecutive years, for a maximum term of two years. If you are interested in this leadership role, please send an updated CV and cover letter to [lled-posting.educ@ubc.ca](mailto:lled-posting.educ@ubc.ca). Please indicate in the subject line you are applying for "LLED Print Materials Collection ... "

**Application deadline for all positions: Friday July 25<sup>th</sup> 4pm**

*Due to the number of applications we receive, we are not able 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 especially welcome applications from members of visible minority groups, women, Aboriginal persons, persons with disabilities, persons of minority sexual orientations and gender identities, and others with the skills and knowledge to engage productively with diverse communities. We encourage all qualified persons to apply; however, Canadian citizens and permanent residents of Canada will be given priority.*