

RC Kiosk Desk Assistant

Description:

The development of the Harriet Irving Library Research Commons, has transformed the third floor of the Harriet Irving Library into an interdisciplinary, research-driven learning environment to further innovation at UNB. We promote creativity, empowerment, and active learning for all members of the UNB community.

The UNB HIL Research Commons respects and values diverse life challenges and strives to create an environment that is inclusive and welcoming. Successful candidates will be reporting to the HIL Research Commons Manager.

Position Summary:

- Operate the Welcome Kiosk at the UNB HIL Research Commons and be the first point of contact for UNB members.
- The successful candidate will assist and support community members who use the equipment and software at the Research Commons.
- Open, and secure the RC Kiosk.
- Organize RC bookings and assist with opening and securing all RC bookable rooms.
- Assist with RC technology troubleshooting.
- Follow and enforce Research Commons policies.
- Complete all required paperwork as part-time employee (tax forms, timesheets, etc.)
- Other duties as necessary.

Requirements/Skills:

- Candidates should be either a current UNB student or recent graduate with a bachelor's degree. Students from all disciplines will be considered.
- Strong proficiency with Windows computers
- Have a strong interest in new and emerging technologies.
- Strong oral and written communication skills
- Ability to be a leader and to work effectively in a team environment.
- Experience and/or desire to teach and help patrons.
- Possess a background and/or desire to work hands-on with the equipment or electronics in a creative manner.
- Strong troubleshooting and problem-solving skills.

Hours:

Part-time hours, up to 10hours a week during the operating hours of the Research Commons. Schedules can be arranged around class hours and the candidates' other duties, as necessary.