



The Library

How to Apply for Student Assistant Worker Positions in the Library

All positions are advertised either on Careers Online OR on the Students websites.
Please see site URLs shown below.

1. For Work Study positions, check:

<http://students.ubc.ca/careers/opportunities.cfm?page=workstudy>

- from the left hand column under **Work Opportunities**, click on **Job Postings** to view Work Study available positions
- from the right hand column under **Browse for Jobs**, click on Library / Archiving / Cataloguing or – Creative / Design work.

2. For Student Assistant or GAA positions, check:

<http://www.careersonline.ubc.ca>

Log in with your UBC Student Number and PIN.

GAA positions are also posted via the SLAIS student listserv.

3. Applying to postings

Make a note of the following information in your covering letter:

- closing date for applications
- position title
- job posting number or other reference number that appears in the posting
- where, when and how to apply
- any additional information (course schedules, references) requested.

4. Submit resume and covering letter

Before the closing date, submit a resume and covering letter **as per the instructions in the job posting**. Detailed application instructions will appear in each job posting and will be specific to the position being advertised.

5. Wait to be contacted

ONLY applicants to be interviewed will be contacted. Do **NOT** telephone UBC Career Services or the Library.