

**UNBC Library Student Ambassador**  
**University of Northern British Columbia (UNBC), Prince George Campus**  
**Job Summary**

Library Student Ambassadors play a vital role in creating a welcoming, supportive, and engaging environment within the UNBC Library. In this role, you will help fellow students navigate library services, promote resources, support outreach initiatives, and contribute to events that enhance student learning and engagement. Ambassadors serve as approachable peers who connect students with library spaces, collections, and services, while helping foster a sense of belonging on campus.

**Key Responsibilities**

- Provide peer-to-peer assistance by answering basic questions about library services, spaces, resources, and technology.
- Promote awareness of library programs, workshops, and research support services.
- Support library staff in planning, promoting, and hosting outreach events (e.g., orientation tours, academic skills sessions, exam-time stress relief activities).
- Create and share student-focused content for library social media and communication channels.
- Collect student feedback to help the library improve services and spaces.
- Act as a positive role model by encouraging effective use of library resources and academic supports.

**Requirements & Qualifications**

- Must be a current UNBC student studying at the Prince George campus.
- An undergraduate student with a minimum of 30 credit hours completed, or a graduate student in good standing.
- Excellent interpersonal and communication skills with a strong customer-service orientation.
- Reliable, enthusiastic, and approachable; able to work independently and as part of a team.
- Strong organizational skills and attention to detail.
- A genuine interest in promoting student learning, engagement, and success.
- Prior experience in peer mentoring, customer service, or outreach considered an asset.

**Training & Development**

- Initial training in library services, peer support, and customer service.
- Ongoing development through workshops, mentoring, and regular check-ins.
- Opportunities to build transferable skills in communication, event planning, and project support.

**Compensation & Hours**

- Rate of pay: \$20.00/hour.
- Approximately 4 hours per week, with flexible scheduling to accommodate academic responsibilities.
- Employment is by contract on a semester basis, with opportunities for renewal.

**Benefits of being a Library Student Ambassador**

- Develop leadership, teamwork, and communication skills.
- Gain experience in outreach, event planning, and student engagement.
- Build your resume with professional experience in an academic setting.
- Connect with library staff, faculty, and peers to expand your network.
- Contribute directly to shaping a supportive, student-centered library environment.

**How to Apply**

Interested and qualified students are invited to submit the following to **Vaunda Dumont, Library Services Supervisor** by **September 19, 2025**:

- A cover letter including your program of study, year, relevant experience, and interest in the position.
- A resume including current contact information and one reference (faculty or employer).
- Your current (unofficial) academic transcript.