

I. DEPARTMENT: University Libraries, Branch Libraries

II. POSITION: Music Library - Graduate Assistant

III. CLASSIFICATION: Graduate Assistant

IV. JOB PURPOSE:

This position works in the Music Library and assists the library faculty and staff with a variety of tasks related to providing and support access to library and information resources available to the students and faculty of the School of Music.

V. DUTIES AND RESPONSIBILITIES

- A. Assists Music Library personnel in providing direct assistant to library users.
  - 1. Participates in staffing the Music Library service desk.
  - 2. Assists with checking materials in and out of the library collection.
  - 3. Provides user instruction in performing routine library functions such as: Searching the Catalog Classic; Searching databases; Creating an ILL account, or Using My Library Account.
- B. Assists with the physical maintenance of the Music Library collection.
  - 1. Re-shelves library materials being returned to the collections after being checked out or used in the library.
  - 2. Files, in appropriate order, materials being returned to the various collection files in the library.
- C. Assists with the preparation and distribution of instructional materials.
  - 1. Posts Music Library specific tutorials on Libraries webpage and/or on the Libraries' YouTube channel.
  - 2. Works with Music Librarian to create LibGuides or other learning aids to benefit undergraduate and graduate students in the School of Music.
  - 3. Assists with preparing materials for special group visits and instruction sessions.
- D. Assists with the evaluation and assessment of services of the Music Library.
  - 1. Assists with administering and analyzing surveys and/or evaluations of the services or programs of the Music Library.
  - 2. Examines the Library from a graduate student perspective and makes recommendations on ways to better promote library services and resources to students.
- E. Performs other duties as assigned.

VI. SKILLS AND EXPERTISE REQUIRED

- A. Background in Music including ability to read music and familiarity with formal coursework in Music.
- B. Strong communication skills both oral and written.
- C. Comfort and dexterity with using computer hardware and standard production software to accomplish work.
- D. Good customer service skills and attitude.
- E. Must be self-directed and able to accomplish work in a timely manner with a high degree of accuracy and minimal supervision.
- F. Must be dependable and reliable.
- G. Ability to understand and follow directions whether given verbally or in writing.
- H. Must be able to work during the hours when assistance is needed in the Music Library.

VII. DIRECTION RECEIVED

Reports to the Music Librarian or designated staff in the Music Library

VIII. DIRECTION GIVEN

May guide work of student assistants

IX. JOB SPECIFICATION

Must be currently enrolled as a full-time student in a graduate program at the University. Position requires working 20 hours per week. GA appointment available for Fall and Spring semesters only.

X. WORKING CONDITIONS

Technologically oriented academic research library where the Music Library functions as a part of a larger Library organization while focusing on addressing the needs of the students and faculty of the School of Music. Position includes regular interaction with the general public. Position requires some standing, walking, reaching, and periods of computer use. Incumbent must be able to bend, stoop, and lift up to 30 pounds. Responsibilities may require that the incumbent push and/or pull wheeled book trucks weighing up to 300 pounds when filled with library materials.

December 19, 2016