

I. DEPARTMENT: University Libraries, Research and Instructional Services

II. POSITION: Government Publications Graduate Assistant

III. CLASSIFICATION: Graduate Assistant

IV. JOB PURPOSE:

This position works with the Government Publications Division of the Research and Information Services (RIS) Department to facilitate processing materials, research, and the work of the federal regional depository. S/He will work on a variety of projects.

V. DUTIES AND RESPONSIBILITIES

- A. Works on the retrospective conversion of government publications to catalog older documents
- B. Barcodes older documents. May also need to add government publications in the catalog using the Integrated Library System
- C. Works on discards--checking lists against the Libraries' collection, creating shelf list cards, and/or inserting records in the catalog
- D. Works on profiling the 1976-1988 collection for Marcive records
- E. Assists with periodic shifting of the collection
- F. Works with the collection in remote storage
- G. Uses Excel to collate long lists of government publications and uploads them to Google docs
- H. Assists with the preparation and distribution of instructional materials
  - 1. Works with Government Publications staff on the division's webpage
  - 2. Works with Government Publications staff to create LibGuides that benefit a variety of Libraries users
  - 3. Assists with preparing materials for special group visits and instruction sessions
- I. May assist with conducting library tours

VI. SKILLS AND EXPERTISE REQUIRED

- 1. Strong oral and written communication skills
- 2. Ability/aptitude for detail-oriented work
- 3. Comfort and dexterity with using computer hardware and software to accomplish work
- 4. Interest in exploring and implementing the use of Web 2.0 technologies in a user centered work environment
- 5. Ability to work independently or as a part of a team
- 6. Experience using standard production software in a work setting
- 7. Must be self-directed and able to accomplish work in a timely manner with minimal supervision
- 8. Must be dependable and reliable

VII. DIRECTION RECEIVED

Reports to the Government Publications Librarian

#### VIII. WORKING CONDITIONS

Technologically-oriented academic research library with some similarity to an office environment. Position includes interaction with the general public. Position requires some standing, walking, reaching, and long periods of computer use. Incumbent must be able to bend, stoop, lift up to 30 pounds. Responsibilities may require that the incumbent push and/or pull wheeled book trucks weighing up to 300 pounds.