

DEPARTMENT: University Libraries, Research and Instructional Services

I. POSITION: Research and Instructional Services Graduate Assistant

II. CLASSIFICATION: Graduate Assistant

IV. JOB PURPOSE:

This position works with the Research and Instructional Services department in McWherter Library. This hands-on experience within the Libraries department will provide GAs with excellent, applicable work experience within any field.

V. DUTIES AND RESPONSIBILITIES

- A. Assisting users at the Research & Information Services Desk
- B. Teaching library sessions for Academic Strategies (ACAD)
- C. Creating and maintaining online instruction resources (videos, tutorials, research guides)
- D. Analyzing departmental statistics
- E. Assists with periodic weeding and shifting of the collection
- F. May assist with conducting library tours
- G. Uses Excel to collate long lists of government publications and uploads them to Google docs
- H. Assisting with other departmental projects as needed

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 Head of Research & Instruction Services 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.