

Ball State University Libraries
Graduate Assistant Position Description
Research and Branch Services

Objective:

The Graduate Assistant supports library research and instruction services through direct work with library users, digital content creation, and special projects.

Duties/Responsibilities:

1. Assist in the development of digital learning objects that support information literacy instruction.
2. Identify and organize items in University Libraries collections such as books, teaching materials, 3-D materials, and maps for use in loanable kits for local elementary classrooms.
3. Assist with instruction and community outreach services. Duties include, but are not limited to, assisting with elementary and high school field trips to Bracken Library, assisting with freshman orientation presentations, representing the Libraries at community tabling events, and assisting with library orientation and instructional activities for freshmen.
4. Provide reference service through a variety of means to Ball State faculty, staff, students, and community users. Instruct library users one-on-one on the use of print and electronic resources for research related purposes in a wide variety of disciplines. Develop appropriate knowledge of print and electronic sources including the libraries' catalog and subscription databases.
5. Assist with collection maintenance projects in the government documents, reference, Maps, and Education, Music and Media collections as needed.
6. Work on special projects as needed.
7. Perform other duties as assigned.

Work Load:

The Graduate Assistant works twenty hours per week. The Graduate Assistant supervisor writes a schedule at the beginning of every semester. It is based on the Graduate Assistant's class schedule and on the scheduling needs of the unit. The schedule may include occasional evening hours.

Selection:

Guidelines for the Award of Graduate Assistantships are generally applicable. The candidate selected for this position will have public service experience, experience using Microsoft Office and common browser-based technologies. Experience with video editing and graphic design software is preferred but not required. Research experience in a library setting is preferred but not required. The candidate must be dependable and able to work with a variety of people.

Supervision:

A Research and Teaching Services Librarian supervises the Graduate Assistant. The Librarian writes the schedule and coordinates work and training in the required duties. The Librarian typically sees the Graduate Assistant informally throughout the week; formal meetings are held as needed. Other Libraries personnel, including the Head of Research and Teaching Services, the Head of Education, Music and Media, and the Maps Supervisor, may also work closely with the Graduate Assistant and provide guidance and training for specific duties and projects.

Evaluation/Renewal Termination:

The Graduate Assistant is evaluated informally throughout the year. Opinions and comments are solicited from other librarians who have worked with the Graduate Assistant. The supervising Librarian discusses any problem areas with the Graduate Assistant, suggesting ways to improve performance; written documentation is kept for these discussions.

Each April, the Graduate Assistant's contract is reviewed. The decision to renew or terminate the contract is based on work performance and whether the assistantship is still available. A recommendation is made by mid-April.

Circumstances that would lead to termination include: failure to make satisfactory progress on work projects and responsibilities, unexcused or unreasonable absences or tardiness, or failure to follow unit rules and policies. Problems are discussed with the Graduate Assistant as they occur, with written documentation kept on file. The Graduate Assistant is given the opportunity to improve performance. Failure to improve performance will lead to termination.

Stipend/Fee Remission

Graduate assistants receive a tuition waiver and a yearly stipend, paid over 10 months. The amount of the stipend may change from year to year. For every semester covered by their contract, graduate assistants will pay the student services fee, all mandatory fees, and any applicable program and course fees. Summer assistantships may be available. The stipend for summer assistantships is 15% of base salary (stipend) per summer session.