

Stark Campus Library Graduate Student Assistant

As a way to both provide future professional librarians enrolled in the Master's Degree Program in Kent State's School of Library and Information Science an opportunity to gain pre-professional experience and fill a need for enhancing library services on the Stark Campus, the Stark Campus Library has an opening for a part time Graduate Student Assistant. This is a student worker library position with an hourly wage, not a Graduate Assistantship offered through the School of Library and Information Science; there is no stipend or tuition benefit. However, it is only available to students enrolled in the school's master's degree program.

Eligibility

- Must be enrolled at least half time in Kent State University's School of Library and Information Science Master's degree program (currently or starting in the fall of 2017).

Basic Job Characteristics:

- Part time, up to 28 hours per week.
- Hourly rate of \$10.00 per hour.
- Starts in the summer of 2017 (as early as July 1).
- The employee reports to the Stark Campus Library Director.

General Job Duties:

- The employee is expected to work one evening or weekend day each week during the fall and spring semesters.
- The employee works two 3½ hour shifts at the public service desk each week and will be responsible for:
 - Answering reference questions.
 - Resolving circulation issues beyond the scope of responsibilities for undergraduate student workers (collecting fines, overriding due dates, placing holds, etc.).
 - Using Cashnet to put money on Flashcards and collect money for coffee sales or print jobs.
 - General supervision of undergraduate student workers assigned to the circulation desk.
- Attend library staff meetings.
- Other duties handled by full time staff as required (managing 3D printing, poster printing, lending digital video equipment, etc.).

Specific Duties:

- Digitize the library's collection of campus archival materials.
- Assist in Stark Campus faculty and student research initiatives, such as:
 - Enhance the campus' Digital Commons presence by helping Stark faculty create their own Selected Works profile and supporting online events like the Stark Campus Annual Student Conference or the annual *Canto* student publication.
 - Help Undergraduate Research Assistants with faculty research assignments.
- Propose and implement customized projects in an area of interest, consistent with the mission of the Stark Campus Library.

Hiring Criteria

The following will be considered when evaluating applications for the position:

- Academic record.
- Availability.
- Communication Skills.
- Although not required, recommendations from Kent State University faculty are welcomed.

Hiring Process

- Candidates complete an application for student employment available in the Student Employment Office (location and contact information at the bottom of this page).
- Candidates must complete and submit an online application form:
<http://libguides.stark.kent.edu/gsa>
- The Stark Campus Library Director, in consultation with library staff, will review applicants, conduct interviews, and make the decision for hiring.

This job is an opportunity for future librarians to gain professional experience before entering the job market.

Apply to:

Michele Michel
Student Employment
117B Main Hall
Kent State University at Stark
6000 Frank Ave. NW
North Canton, OH 44720
330-244-3291
mmichel17@kent.edu
<http://www.kent.edu/stark/student-employment>

Questions about the position:

Rob Kairis
Library Director
Kent State University at Stark
6000 Frank Ave. NW
North Canton, OH 44720
330-244-3326
rkairis@kent.edu