GRADUATE ASSISTANT POSTING

POSITION TITLE: University Archives Graduate Assistant

NUMBER OF POSITIONS: 1

PERCENT (50% or 25% ONLY): 50% (20 hours/week)

TIME PERIOD OF POSITION: August 2016-May 2017 Available hours must be Monday through Friday, between 8:30 AM and 4:30 PM. Schedule is negotiable.

UNIT: Special Collections Research Center

LOCATION OF POSITION: Morris Library (605 Agriculture Dr.)

CONTACT PERSON: Matt Gorzalski

CONTACT PHONE NUMBER: 618-453-2225

GENERAL RESPONSIBILITIES:
Under the general direction of the University Archivist, the University Archives Graduate Assistant will be responsible for arranging and describing the Marianne Webb faculty papers, which includes creating a finding aid for Web access. This collection is approximately 104 cubic feet. The Graduate Assistant may be assigned other processing duties if the Marianne Webb project is completed before May 2017. The Graduate Assistant also works a weekly 4 hour shift on the reference desk.

REQUIRED QUALIFICATIONS:
Must have a bachelor’s degree and admission to the Graduate School at time of application. The candidate should possess strong organizational skills, the ability to work independently with attention to detail, a tolerance for tedious tasks, a good typist, and must be reliable.

PREFERRED QUALIFICATIONS:
Students who have worked in an archive; or Education, History, Music, and other Liberal Arts program students. Students interested in Southern Illinois University history and culture.

TO APPLY: Please submit the Morris Library Application Form (http://lib.siu.edu/student-jobs) and a resume showing qualifications for this position.

DATE OF POSTING: April 4, 2016

DEADLINE FOR APPLICATION: April 20, 2016
Application review begins at deadline. Open until filled.

SUBMIT APPLICATION TO: Administrative Offices, Morris Library