Southern Illinois University Carbondale  
Library Affairs

GRADUATE ASSISTANT POSTING

POSITION TITLE: University Archives Graduate Assistantship

NUMBER OF POSITIONS: 1 at Master’s level

PERCENTAGE: 25% (10 hours per week)

CONTRACT PERIOD: January 14, 2019 - May 10, 2019 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 INFORMATION: 618-453-2225; mgorzalski@lib.siu.edu

GENERAL RESPONSIBILITIES:
Under the general direction of the University Archivist, the Graduate Assistant will be responsible for arranging and describing faculty papers and departmental records, creating finding aids for Web access, and digitizing archival materials for Web access, and other duties as assigned.

REQUIRED QUALIFICATIONS:
• Must have a bachelor’s degree and admission to the Graduate School and acceptance into a Graduate Program at time of application.
• Students who have worked in an archive or academic library; or
• Education, History, and other Liberal Arts program students.

The candidate should possess:
• Strong organizational skills,
• The ability to work independently,
• The ability to pay attention to detail,
• The ability to lift a 40 pound box, and
• The tolerance for occasional exposure to dust and mold.

PREFERRED QUALIFICATIONS:
• Students interested in Southern Illinois University history and culture.
• Tolerance for tedious tasks.

DATE OF POSTING: 11/26/2018

DEADLINE TO APPLY: 12/10/2018 (or until filled)

TO APPLY: Submit a resume and the Library Affairs GA application form (found at: https://lib.siu.edu/about/employment/graduate-assistantships.php or pick up in the Administration Offices, Room 290)

SUBMIT APPLICATION, RESUME, AND OFFICIAL CLASS SCHEDULE TO:
Administrative Offices, Morris Library, Room 290, MC 6623 or Via email: jm.looft@siu.edu