GRADUATE ASSISTANT POSTING

POSITION TITLE: Morris Library – GA – Special Collections Research Center
NUMBER OF POSITIONS/PERCENT: 1 Master’s Level Digital Projects Position at 25% time (10 hours per week)
TIME PERIOD OF POSITION: Fall 2023 Semester (August 16 – December 15, 2023)
UNIT: Library Affairs – Special Collections Research Center
CONTACT PERSON and EMAIL: Tony Bittle - tbittle@siu.edu

GENERAL RESPONSIBILITIES:
Summary: Under the general direction of Special Collections staff, the Digital Projects Graduate Assistant will be responsible for assisting with digitizing archival collections and processing collections of digital materials. The Graduate Assistant may also be assigned other collection-related duties or projects, as needed.
1. Assisting with selection of materials to digitize.
2. Arranging and preserving physical and digital materials.
4. Accurate inventory and records maintenance.
5. Research.
6. Accurate development of metadata according to best practices.

REQUIRED QUALIFICATIONS:
- Bachelor’s degree.
- Admission to SIUC Graduate School at the time of application.
- Excellent organizational skills.
- Ability to work reliably and independently on projects with high attention to detail.
- Experience with imaging software and spreadsheets.

PREFERRED QUALIFICATIONS:
- Experience developing metadata in a library or archive.
- Experience organizing and maintaining collections.
- Experience with Photoshop and Microsoft Excel.
- Interest in learning about and/or working in archives.
- Interest in SIUC and Southern Illinois history.

TO APPLY:
Submit a completed application form, official Fall 2023 Class Schedule, and a current resume/CV to adminoffice@lib.siu.edu.
To obtain an application, please visit our website at: https://lib.siu.edu/about/employment/graduate-assistantships.php.

DATE OF POSTING: May 16, 2023
DEADLINE FOR APPLICATION: June 1, 2023 or until filled