

GRADUATE ASSISTANT POSTING

POSITION TITLE:	<u>Access Services Graduate Assistant</u>
NUMBER OF POSITIONS/PERCENT:	<u>1 Graduate Research Assistant Position</u> <u>50% time (20 hours per week)</u>
TIME PERIOD OF POSITION:	<u>Fall 2024 – Spring 2025 Semester</u> <u>(August 16, 2024 – May 15, 2025)</u>
UNIT:	<u>Access Services - Library Affairs</u>
CONTACT PERSON and EMAIL:	<u>Marissa Ellermann – mellermann@lib.siu.edu</u>

GENERAL RESPONSIBILITIES:

- Assist in the planning of major collection shifting within Morris Library.
- Support Access Services supervisors processing of materials moving through the circulation workflows.
- Work with Shelving Supervisor to identify items for re-marking.
- Identify items for basic book-repair that have circulated and complete those repairs in a timely manner.
- Other duties as assigned.

REQUIRED QUALIFICATIONS:

- Experience using Morris Library collections or other large library collections.
- Must be a student enrolled in College of Liberal Arts or College of Arts and Media.
- Knowledge of Dewey Decimal Classification system and Library of Congress Classification system.
- Must have a strong attention to detail.
- Must be able to lift/push up to 50 lbs.
- Must be a self-starter who can work at a steady pace with minimal supervision.
- Must be able to work a set, 5-day schedule.

PREFERRED QUALIFICATIONS:

- Experience working at a library.
- Strong preference for experience working at a university or college library.
- Experience using Alma Fulfillment.

TO APPLY:

Visit our website at <https://lib.siu.edu/about/employment/graduate-assistantships.php> to complete the online application for this position or use the QR Code below.

DATE OF POSTING:	<u>July 1, 2024</u>
DEADLINE FOR APPLICATION:	<u>August 1, 2024 or until filled</u>

Graduate Assistant Application -
Access Services - Fall 2024

