

*Ball State University Libraries*  
***Graduate Assistant Position Description***

## **Archives and Special Collections**

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***Objective:***

The Graduate Assistant will translate French Revolution pamphlets and other French language document into English for posting in the University Libraries' Digital Media Repository; learn and apply archival theory and methodology, as well as library practices; gain experience with research techniques by facilitating use of the collections.

***Duties/Responsibilities:***

1. Translate French Revolution pamphlets and other French language documents into English for posting in the University Libraries' Digital Media Repository.
2. Write abstracts of each French Revolution pamphlet to include in the metadata record in the Digital Media Repository.
3. Proofread translations prepared by student assistants and correct any errors.
4. Ensure accuracy and provide quality control for the translations, abstracts, and other documentation for the French Revolution pamphlet collection in the Digital Media Repository.
5. Perform other duties as assigned.

***Work Load:***

The Graduate Assistant works twenty hours per week, during times Archives and Special Collections is open. The work schedule is based on the Graduate Assistant's schedule and on the scheduling needs of the unit. The work schedule may include evening hours.

***Selection:***

*Guidelines for the Award of Graduate Assistantships* are generally applicable. The candidate selected for the position will have knowledge of French and the ability to translate French documents into English; good written and verbal communication skills; ability to work well with the public and other staff members; computer skills; and appreciation for rare and unique materials that require special and careful handling.

***Supervision:***

The Graduate Assistant reports to the Assistant Dean for Digital Initiatives and Special Collection. Daily duties are supervised by Archives & Special Collections Supervisor in consultation with the Assistant Dean for Digital Initiatives. The Supervisor, in consultation with the Assistant Dean, writes the schedule, assigns work, and is responsible for training the Graduate Assistant in required duties. The Supervisor and the Assistant Dean interact with the Graduate Assistant throughout the week; formal meetings are held as needed.

***Evaluation/Renewal/ Termination:***

The Graduate Assistant is evaluated informally throughout the year by the Assistant Dean for Digital Initiatives and Special Collections, with input from the Archives and Special Collections Supervisor. Evaluation is based on performance of the duties outlined in the *duties/responsibilities* section of this document, as well as attendance, punctuality, reliability, and professionalism.

Each April, the Graduate Assistant's contract is reviewed. The decision to renew or terminate the contract is based on work performance and whether the assistantship is still available. A recommendation is made by mid-April.

Circumstances that would lead to termination include: consistent inaccuracies or errors in translating materials, inability to meet acceptable professional standards, unexcused or unreasonable absences or tardiness, breach of confidentiality when working with confidential or sensitive materials, failure to follow unit rules and policies.

***Other:***

The Graduate Assistant must demonstrate trustworthiness in handling rare and valuable materials and must maintain confidentiality when working with confidential or sensitive materials. Appropriate dress and personal grooming is required.

***Stipend/Fee Remission:***

Graduate assistants receive a tuition waiver and a yearly stipend, paid over 10 months. The amount of the stipend may change from year to year. Graduate students also receive a remission of the contingent portion of the general fee, remission of the graduate course fee, and an out-of-state fee waiver. Summer assistantships may be available. The stipend for summer assistantships is 15% of base salary (stipend) per summer session.