

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

**Educational Technology and Resources Collection**

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***Objective:***

The Graduate Assistant supports librarian liaison and instruction work through direct work with library users, research activity, and special projects.

***Duties/Responsibilities:***

1. Assist with curriculum mapping to identify potential instruction opportunities for elementary and secondary education courses.
2. Teach basic workshops for education students about how to find materials in the ETRC collections using OneSearch and basic workshops about information literacy for elementary and secondary education students.
3. Assist with outreach to secondary education faculty, including identifying faculty contacts and creating content for promotional materials.
4. Assist in developing content for instructional LibGuides for teacher education faculty and for students in education courses.
5. Assist with research about information literacy and teacher education.
6. Work on special projects as needed.
7. Perform other duties as assigned.

***Work Load:***

The Graduate Assistant works twenty hours per week. The Graduate Assistant supervisor writes a schedule at the beginning of every semester. It is based on the Graduate Assistant's class schedule and on the scheduling needs of the unit. The schedule may include occasional evening and/ or weekend hours.

***Selection:***

*Guidelines for the Award of Graduate Assistantships* are generally applicable. The candidate selected for this position will have instruction and/or public service experience and knowledge of, or experience with current technology. Research experience in a library setting is preferred but not required. The candidate must be dependable and able to work with a variety of people.

***Supervision:***

The Head of Educational Technology and Resources Collection supervises the Graduate Assistant. The Librarian writes the schedule, assigns work, and is responsible for training the Graduate Assistant in required duties. The Librarian typically sees the Graduate Assistant informally throughout the week; formal meetings are held as needed.

***Evaluation/Renewal Termination:***

The Graduate Assistant is evaluated informally throughout the year. Opinions and comments are solicited from other staff members who have worked with the Graduate Assistant. The supervising Librarian discusses any problem areas with the Graduate Assistant, suggesting ways to improve performance; written documentation is kept for these discussions.

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: inability to perform work duties, unexcused or unreasonable absences or tardiness, or failure to follow unit rules and policies. Problems are discussed with the Graduate Assistant as they occur, with written documentation kept on file. The Graduate Assistant is given the opportunity to improve performance. Failure to improve performance will lead to termination.

***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 assistants is 15% of base salary (stipend) per summer session.