

E. Ruth Dunning Graduate Assistant Position Description

Objective:

The E. Ruth Dunning Graduate Assistant will participate in the operation of the Ball State University Libraries' Office of Digital Research and Publishing working independently and creatively to support technology applications, digital projects, and collaborative services to library patrons. This position will work in a collaborative and supportive role to research and develop user interfaces for digital research projects, support data migration efforts, convert and preserve digital media and data across multiple media types and formats, and create and develop social media and digital exhibit content.

About:

The E. Ruth Dunning Graduate Assistantship is funded through a generous donation by the estate of E. Ruth Dunning, doctor, health educator, and life-long supporter of education, to support student scholarship and success. Dunning was the daughter of Thomas J. Breitwieser, College Dean at Ball State from 1920 to 1926.

Duties/Responsibilities:

1. Design and develop digital user interfaces that provide access to research data and digital media to support web-based scholarship. Research and explore open source platforms that support creative and functional digital user interface development.
2. Build and design digital exhibits and digital collections using open source library publishing and digital exhibition platforms.
3. Support research, analysis, description, and upload processes to support the development of digital collections and digital repositories.
4. Contribute to user experience testing for web-based scholarship and digital projects.
5. Develop social media content to promote Office of Digital Research and Publishing programming, activities, and research.
6. Perform other duties as assigned.

Work Load:

The Graduate Assistant will maintain a regular work schedule twenty hours per week. The work schedule is based on the Graduate Assistant's schedule and on the scheduling needs of the Office of Digital Research and Publishing.

Selection:

In addition to general Ball State University graduate assistant requirements, the candidate selected for the position will have experience and/or interest in areas such as web development, web publishing, information architecture, user experience design and user interface design, digital archives, electronic file management, data capture and conversion, and the scholarly research process; good written and verbal communication skills; strong ability to work well with library staff and faculty researchers; strong ability to work both independently and collaboratively with creativity and self-sufficiency.

Supervision:

The Graduate Assistant works under the general supervision of the Digital Scholarship Strategist, who in turn reports to the Assistant Dean for Digital Scholarship and Special Collections. The Graduate Assistant will also work collaboratively with the Copyright and Scholarly Communications Manager and the Open Content and Digital Publishing Librarian on particular projects as necessary.

Evaluation/Renewal/ Termination:

The Graduate Assistant is evaluated informally throughout the year by the Assistant Dean for Digital Scholarship and Special Collections with input from Digital Scholarship Strategist and other collaborative areas. Evaluation is based on performance of the duties outlined in the duties/responsibilities section, 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: inability to perform duties and responsibilities, inability to communicate well with collaborators and supervisors, 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 when working with confidential or sensitive materials and research data.

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. For every semester covered by their contract, graduate assistants will pay the student services fee, all mandatory fees, and any applicable program and course fees. Summer assistantships may be available. The stipend for summer assistantships is 15% of base salary (stipend) per summer session.