

Graduate Assistant Position Description

Digital Scholarship and Special Collections

Objective:

The Drawings and Documents Archive Graduate Assistant will participate in the operation of the unit, including providing reference service, organizing collections for access, planning, outreach, and short-term and long-term storage solutions, and other tasks as required; learn and apply archival theory and methodology, as well as library practices; gain experience with research techniques by facilitating the use of the collections. Successful applicants must be willing to learn to use database systems to search digital archival collections and collection inventories.

Duties/Responsibilities:

1. Provide reference service to patrons of the Drawings and Documents Archive, including identifying and retrieving appropriate materials and information to facilitate access to collections and to answer reference and research inquiries.
2. Process archival collections, including organizing and describing materials and creating appropriate finding aids, according to professional archival standards.
3. Participate in the organization and physical cataloguing of the Archive and secondary archival storage unit in preparation for transfer of materials to a new location. Duties may include sorting large format drawings, oversized rolled drawings, documents, and audiovisual material. Bending and lifting will be required for shelving and cataloguing purposes.
4. Participate in training to understand current database solutions and new software applications. Applicant must have a keen sense of detail in order to successfully perform quality control measures of archival metadata.
5. Perform other duties as assigned.

In addition, due to the nature of archival work, applicants must be able to lift up to 35 lbs.

Work Load:

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

Selection:

Guidelines for the Award of Graduate Assistantships are generally applicable. The candidate selected for the position will have experience and/or interest in research, libraries, professional practices related to the built environment of Indiana, or other areas related to archival work; good written and verbal communication skills; ability to work well with the public and other staff members; computer experience, and appreciation for rare and unique materials that require special and careful handling.

Supervision:

The Graduate Assistant works under the general supervision of the Archivist for Architectural Records, who in turn reports to the Assistant Dean for Digital Scholarship and Special Collections. The Archivist for Architectural Records writes the schedule, assigns work, and is responsible for training the Graduate Assistant in required duties.

Evaluation/Renewal/ Termination:

The Graduate Assistant is evaluated informally throughout the year. 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: inability to perform the duties outlined above, 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.