

Ball State University Libraries
Graduate Assistant Position Description
Information Services

Objective:

The Graduate Assistant supports library reference and instruction services through direct work with library users, collection management activity, and special projects.

Duties/Responsibilities:

1. Provide reference service through a variety of means to Ball State faculty, staff, students, and community users. Instruct library users one-on-one on the use of print and electronic resources for research related purposes in a wide variety of disciplines.
2. Provide collection management services in association with the chair of the Reference Collection Development Committee.
3. Assist with instruction service through the Libraries' Instructional Services program. Duties include, but are not limited to assisting with library orientation sessions for Freshmen Composition courses and select non-Ball State University groups such as high school groups, and providing feedback on the English 103 library assignment "Self-Guided Tour."
4. Assist with the creation and revision of library instructional material in print and online format, and with creation and design of online interactive games, tutorials, and instructional help pages.
5. Develop appropriate knowledge of print and electronic reference sources including the libraries' catalog and subscription databases.
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 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:

An Information Services Librarian 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; format meetings are held as needed.

Evaluation/Renewal Termination:

The Graduate Assistant is evaluated informally throughout the year. Opinions and comments are solicited from other librarians 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 provide reference assistance, 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. 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.