

Ball State University Libraries
Graduate Assistant Position Description

Digital Scholarship and Special Collections

Objective:

The Office of Digital Research and Publishing 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.

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. Contribute to user experience testing for web-based scholarship and digital projects.
4. Develop social media content to promote Office of Digital Research and Publishing programming, activities, and research.
5. Perform other duties as assigned.

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 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; ability to work well with library staff and faculty researchers; 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 projects as necessary.

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 provide accurate data descriptions and terms for digital collections, inability to prepare materials to 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 when working with confidential or sensitive materials and research. 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.