

Ball State University Libraries
Graduate Assistant Position Description

Archives and Special Collections

Objective:

The Archives and Special Collections Graduate Assistant will participate in the operation of the unit, including providing reference service, organizing collections for access, planning and creating exhibits, and other tasks as required; learn and apply archival theory and methodology, as well as library practices; gain experience with research techniques by facilitating use of the collections.

Duties/Responsibilities:

1. Provide reference service to users in Archives and Special Collections, including identifying and retrieving appropriate materials and information to facilitate access to collections and to answer reference and research inquiries received via chat, e-mail, telephone, and in person.
2. Process archives and manuscript collections, including organizing and describing materials and creating appropriate finding aids, according to professional archival standards.
3. Prepare material for digitization, access, and discovery in the University Libraries' digital repositories.
4. Plan and prepare physical and online exhibits, including researching topic, selecting items, writing text, organizing and mounting materials.
5. Participate in Archives and Special Collections course instruction.
6. Perform other duties as assigned.

Work Load:

The Graduate Assistant works twenty hours per week, during times Archives and Special Collections is open. 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 organizational skills including attention to detail; good written and verbal communication skill; and interpersonal skills. Public service experience; research experience with primary sources; experience with rare and unique material, and experience with Adobe Suite, Microsoft Suite, and collection management systems is preferred but not required. Moderate to heavy lifting may be required. The Graduate Assistant must demonstrate trustworthiness in handling rare and valuable materials and must maintain confidentiality when working with confidential or sensitive materials. Professional dress is required.

Supervision:

The Graduate Assistant works under the general supervision of the Archives Specialist, who in turn reports to the Head of Archives User Engagement. The Archives Specialist in consultation with the Head, writes the schedule, assigns work, and is responsible for training the Graduate Assistant in required duties. The Archives Specialist and the Head, interact with the Graduate Assistant throughout the week; formal meetings are held as needed. The Graduate Assistant may supervise undergraduate students on special projects.

Evaluation/Renewal/ Termination:

The Graduate Assistant is evaluated informally throughout the year by the Head of Archives User Engagement, with input from the Archives Specialist and the archivists. 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.

The Graduate Assistant's contract is eligible for renewal. The decision to renew or terminate the contract is based on work performance and availability of the position.

Circumstances that would lead to termination include: inability to provide effective reference assistance, inability to process 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.

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.