

GA Posting Form

Date: 8/2/21

Dept: Library

Type of Position: GA TA RA

Rate of Pay: \$13.50 (GA) \$15.00 (TA/RA)

Account to be charged: **1700** HP9407

Of Positions available: 2

Position Start Date: Approximately 9/1/2021

Position End Date: Ongoing

Position Description: Bellack Library Graduate Assistants are valuable members of the library staff who contribute to a customer service-driven environment and help the library meet its strategic goals. The ideal GA is reliable, creative and flexible. The exact duties of the position vary from day to day, but some of the GA's duties may include:

- Providing basic research support both in person and digitally over e-mail or through chat. This includes helping students to locate resources in the library databases and Community Health Collection, format research papers in APA style, and with very basic tech support. Also, assisting with the development and maintenance of online research help guides, video tutorials and asynchronous D2L workshops.
- Assisting library patrons with borrowing and returning library resources and with accessing the course reserves.
- Cataloging new items and preparing them to be placed on the shelves.
- Providing office support such as organizational tasks, both digitally on a computer, and in the physical library space.
- Supporting outreach and events by producing social media content, creating flyers, taking photos and helping with set up and clean up.
- Other duties as assigned, which we will try to shape around your skills and interests.

Training will be provided. Customer service, social media, Canva, library and/or education work experience is a plus. The position is for 4-6 hours a week depending on your availability and our scheduling needs. As of this moment, the position is fully on campus, but is subject to become remote depending on Covid conditions.

To apply, submit cover letter and resume to: Amanda Tarbet (atarbet@mghihp.edu)

Sign: *Amanda J. Tarbet*

Date: 4/26/2021