GRADUATE ASSISTANT POSITION DESCRIPTION

Department: Library

Position Title: GA

Number of Positions Available: 2

Position Start Date: 3/1/2020

Position End Date: Ongoing

To Apply To This Position, Email your Resume & Cover Letter to: Amanda Tarbet (atarbet@mghihp.edu)

POSITION DESCRIPTION:
The Library Graduate Assistant performs several duties both individually and in teams:
- Reference: Provides 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, assists with the development of online research help guides and video tutorials.
- Circulation: Checks library resources in and out to students and helps students access the Course Reserves.
- Cataloging: Adds new items to the library catalog and prepares them to be placed on the shelves.
- Office Support: Helps library staff with organizational tasks, both digitally on a computer and with keeping the library space organized and tidy. Submits help desk tickets to operations as needed. Refills printer trays when out of paper.
- Outreach and events: Contributes to the library’s social media accounts by creating graphics, video and textual content. Provides event support including creating flyers, taking photos and helping with set up and clean up.
- Other duties as assigned.

Training will be provided. Customer service and/or education experience is a plus. Proficiency with Google Docs/Microsoft Office preferred. The position is for 4-6 hours a week depending on your availability and our scheduling needs.

Graduate Assistant Salary: $13.00 per hour