The Bulletin of the Center for Children’s Books seeks a graduate assistant who will be the primary staff person for the monthly review journal. Responsibilities include:

- Processing and tracking submitted books (approximately 6,000 titles per year) from entry, assignment, review, to coordinating transfer into the CCB collection
- Triaging shipments of books, which includes moving boxes from the main office to the basement, opening them, and sorting books on shelves
- Supporting the editor during journal production with duties that include reading bibliographic headings, fact checking, and occasional proofing
- Attending virtual weekly review meetings on Wednesday mornings
- Handling telephone, email, and postal communications for the Bulletin
- Maintaining publisher contacts and information
- Assisting with website production

Qualifications:
The ideal candidate will have strong organizational skills, the ability to work independently, attention to detail, excellent communication skills, and an ability to interact with the public in a positive manner. Experience with databases and data entry is important. Both virtual and onsite work will be expected.

Candidates must be iSchool students, preferably with a focus on youth literature and librarianship. Both current and incoming students will be considered.

Please send application materials to:
Kate Quealy-Gainer
Bulletin of the Center for Children’s Books, Editor
501 East Daniel Street, Room 24
The School of Information Sciences
University of Illinois at Urbana-Champaign
Champaign, IL 61820-6211
Kqueal1@illinois.edu

To ensure full consideration, applications must be received by March 20, 2022. Applicants may be interviewed before the closing date; however, no hiring decisions will be made until after the closing date. Resumes will be accepted until the position is filled. Position begins August 15, 2022, although some grad hourly work for training/transition may be necessary prior to that start date.