

Bulletin of the Center for Children's Books

Position Description: Pre-professional Graduate Assistant, 50% time (20 hours weekly)

The Bulletin of the Center for Children's Books seeks a graduate assistant who will be the single support person for the monthly review journal. The main responsibility is the handling of complete flow of approximately 6,000 books per year from entry, assignment, review, up to the transfer of books to the Center for Children's Books library for entry into the collection. The graduate assistant also handles telephone, email, and postal communications for the Bulletin; supports editor during journal production with duties that include attending weekly (Wednesday morning) review meetings, reading bibliographic headings, and proofing copy; and mounts the monthly website. They also recruit and supervise a group of volunteers who help with the processing of the books when they arrive from the publishers.

Qualifications:

The ideal candidate will have strong organizational skills, the ability to work independently, attention to detail, excellent communication skills, and an ability to deal with the public in a positive manner. Experience with databases and data entry important; experience with Macintosh computers a plus. Admission to or enrollment in the LIS degree program in the School of Information Sciences is required; preference will be given to candidates focusing on youth literature and librarianship.

If interested, please send your resume, cover letter, and a writing sample (a paper written for a class is fine) by e-mail to:

Deborah Stevenson

dstevens@illinois.edu

Bulletin of the Center for Children's Books, Editor

School of Information Sciences

217-244-9305

To ensure full consideration, applications must be received by 11:59 pm on March 26, 2020; applicants may be interviewed before the closing date. The position is expected to begin August 16, 2020, but candidates admitted to the iSchool for summer 2020 may start earlier in an hourly capacity.