Center for Children’s Books

Position Description: Combined Pre-professional Graduate Assistant/Research Assistant, 20 hrs/weekly

The Center for Children’s Books (CCB) seeks a graduate assistant who, working jointly with another GA, will be responsible for supporting the research work of the CCB, running events, and managing daily operations in the Center’s 20,000-volume youth literature reference library. Duties include providing reference and readers’ advisory assistance; recruiting, training, and supervising volunteers; organizing, publicizing, and managing the Annual Book Sale and other events; processing new materials for the collection; providing research assistance for the CCB director; supporting research seminars and lectures; and grant-writing support for the center director and grant-related tasks. The GAs work closely with the iSchool youth services faculty, the Bulletin of the Center for Children’s Books staff, and the University Library system, and they report to the Director of the Center for Children’s Books.

Qualifications:
A successful candidate will be detail-oriented, self-motivated, possess excellent communication skills, and have a strong interest in youth services and media. 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
Center for Children’s Books, Director
School of Information Sciences
217-244-9305

To ensure full consideration, applications must be received by 11:59 pm on June 28, 2019; applicants may be interviewed before the closing date. The position begins August 16, 2019.