

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.