

## **Graduate Assistantship**

25% FTE/10 hours a week

Begins Fall 2020 - Appointment dates: 8/16/2020-12/31/2020.

### **Description**

The graduate assistant position will work within the School of Information Sciences' School Librarian Licensure program. The licensure program provides students with the coursework and experience necessary to work as a licensed school librarian in the state of Illinois. The program is coordinated by the School Librarian Program Coordinator, a full-time academic professional position. Program requirements include information science coursework, education coursework, fieldwork, and completion of Illinois standardized licensure tests. Both on-campus and online students are enrolled in the program. For further information, please visit our website at <https://ischool.illinois.edu/degrees-programs/school-librarian-licensure>.

### **Responsibilities**

The graduate assistant will support the School Librarian Program Coordinator in completing tasks necessary to the maintenance and growth of the program. These tasks may include, but are not limited to, the following:

- Provide information and respond to prospective student inquiries
- Utilize online software to create & distribute monthly online communications
- Assist with office organization and document scanning
- Create digital, social media, and print content for program promotion
- Assist in coordination of programs, events, and conferences
- Complete data entry & records maintenance
- Engage in program-related research

### **Qualifications**

Applicants should have formally applied and been accepted to the School of Information Sciences graduate program at the iSchool of Illinois.

#### **Required:**

- Excellent written and communication skills
- Confidence in content creation & presentation applications across platforms
- Willingness to learn new software applications & create digital content
- Ability to meet deadlines and take initiative
- Flexibility, persistence, and tolerance for ambiguity
- Ability to work both independently and collaboratively

#### **Preferred:**

- Familiarity with and/or experience in education
- Teaching licensure in Illinois
- Interest in working with marketing, social media, event planning & digital outreach

### **Application Materials**

To apply, please upload your cover letter, resume, and three references (with contact information) **by July 24, 2020**. Questions about the position may be directed to Ruth Shasteen, Visiting School Librarian Program Coordinator at [rshaste2@illinois.edu](mailto:rshaste2@illinois.edu).