

Bulletin of the Center for Children's Books

Position Description: Graduate Hourly, 20 hours weekly

The Bulletin of the Center for Children's Books seeks an hourly employee who will support the monthly review journal. The main responsibility is the handling of shipments of books both physically—bringing down boxes, opening them, sorting books on shelves—and virtually—entering their information into our database and tracking their assignment. The staffer may also handle telephone, email, and postal communications for the Bulletin, attend weekly (Wednesday morning) review meetings, read bibliographic headings, and assist with the monthly website.

Qualifications:

A successful candidate will be detail-oriented and self-motivated, skilled at data entry, and possess excellent communication skills. Admission to or enrollment in the iSchool is required; preference will be given to candidates focusing on youth literature and librarianship. We are particularly interested in but not limited to candidates who are also applying to the BCCB graduate assistantship for fall.

We look for a start date of May 18 but can offer some flexibility for the right candidate. The job is for the summer, ending in August of 2020. The rate is \$18 per hour.

If interested, please send your resume and cover letter by e-mail to:

Deborah Stevenson
dstevens@illinois.edu
Bulletin of the Center for Children's Books, Editor
School of Information Sciences

To ensure full consideration, applications must be received by 11:59 pm on April 6, 2020.