

TITLE: Graduate Assistant/Intern

DEPARTMENT: Academic and Public Education

SUMMARY: The Linda Hall Library seeks a graduate student to assist with research and curriculum development as part of its current teacher education and adult learning initiatives. The incumbent will help to identify collection materials relevant to these in initiatives, assist with increasing searchability of Linda Hall Library collections and help ensure materials are respectfully represented in the collection.

RESPONSIBILITIES: The Graduate Assistant/Intern will contribute to research activities within the initiatives, including:

- Work closely with the Chief Learning Officer to build curriculum in support of teacher education and adult learning initiatives.
- Identifying relevant LHL materials using the search parameters provided by partner communities (i.e., language-related materials, historic information, etc.).
- Suggesting Library of Congress Subject Heading (LCSH) additions to specific catalog entries to increase searchability of STEM studies collections.
- Other duties related to the initiatives as assigned by the Chief Learning Officer for Linda Hall Library.

QUALIFICATIONS: Applicants must be currently enrolled in a graduate program, preferably in a STEM or Education field. However, candidates with equivalent experience will be considered.

SCHEDULE: This is a part-time, non-exempt position that will begin no later than September 2021. The incumbent will work no more than 20 hours per week for at least one academic semester (September 2021 – December 2021) or potentially the entire academic year (September 2021 – June 2022). With occasional exceptions, the incumbent will primarily work at the library.

BENEFITS: This position is ineligible for health benefits.

Working Conditions

Working conditions are normal for an office environment. The position requires use of a computer, movement within the office and between other floors and departments and standing or sitting for extended periods.

Additional Information

Review of applications will begin immediately and continue until the position is filled. Candidates may respond via email to personnel@lindahall.org or by fax to 816-926-8790. All applications should include a cover letter, resume, and contact information for three references. Please, no phone calls. Applications will be reviewed on a rolling basis and will be accepted until this position is filled, with priority given to those first received.