Position Title: Graduate Assistant, Youth Collection

Reports to: Youth Services Librarian, Rod Library Collection Management & Special Services Department

Terms of Employment:
- For the fall semester: 20 hours per week, beginning August 24, 2015 and ending December 18, 2015. Does not include the week of Thanksgiving Break.
- For the spring semester: 20 hours per week, beginning January 11, 2016 and ending May 6, 2016. Does not include the week of Spring Break.

Compensation:
- Full assistantship salary for 2015-16 is $4,920 per semester.
- Salary will be prorated weekly for late start.
- Graduate Assistants may qualify for in-state tuition and fees.
- Graduate Assistants receive University holidays and do not work during Thanksgiving Break, Spring Break, or the interims between semesters.
- For more information on the Graduate Assistantship System and procedures: [http://www.grad.uni.edu/assistantships/](http://www.grad.uni.edu/assistantships/)

Position Description:
- Organizing Youth events and activities.
- Working on committees with other Rod Library employees, UNI faculty and staff, and with staff at the Cedar Falls and Waterloo Public Libraries.
- Promoting events through channels available via UNI, through local newspapers, and by creating documents such as posters, invitations, bookmarks, and library webpages.
- General editing of content, grammar, punctuation, and spelling in print documents and on the Youth Collection webpage.
- Creating surveys.
- Giving Youth Collection introductory tutorials to classes.
- Providing general Youth Collection reference help.

Required Qualifications:
- Must be a full-time, degree-seeking student in a UNI graduate program.
- Must be enrolled in 9 graduate credits each semester of assistantship.
- Must maintain a Plan and cumulative GPA of at least 3.00. First semester graduate students must have an undergraduate GPA of at least 3.00.
Preferred Qualifications:
- B.A. degree in Communications, Public Relations, Marketing, or English.
- Strong writing and editing skills.
- Organized.
- Able to communicate well in group situations.
- Knowledgeable about library resources.
- Creative thinker.
- Self-directed.
- Problem-solver.
- Comfortable asking questions.
- Capable of accepting constructive criticism.
- Enthusiastic about Youth Literature.
- Graphic design experience preferred but not necessary.

Application Process and Deadline: To apply, email the completed Application Form for Graduate Assistantship (available at [http://www.grad.uni.edu/assistantships](http://www.grad.uni.edu/assistantships)) to Stephanie.Marra@uni.edu.

Applications received by 5:00 p.m. on April 16, 2015 will be given preferential consideration.