

Graduate Assistant-Libraries and Media Centers

Main Campus

Reports To:

Dean of Libraries and Media Centers

Job Overview

This administrative assistantship will provide an opportunity to experience different facets of library services. The graduate student will work in the Dean's office and assist with administrative tasks. The student will work in public services assisting students with reference questions and information literacy instruction.

Responsibilities and Duties:

- Will assist the Library Dean with book orders, personnel file management, compiling statistics, and other duties
- Assist students, staff, and faculty with the use of the Integrated Library System (ILS) for locating resources;
- Must learn programs on the Springshare platform such as LibAnswers, Libguides, and LibCal
- Must become knowledgeable about library databases and how to use them for research
- Will provide computer and printer assistance
- Work in Research and Instructional Services to provide assistance to students, staff, and faculty at least one evening and on Saturday or Sunday.
- Other duties as assigned

Qualifications:

Bachelor's degree

Must have clear communication skills and the ability to listen

Should have Microsoft Office skills: Word, Excel, and PowerPoint; familiar with adobe products and comfortable with pcs and iMacs

Should be dependable, flexible, and have an attitude of service

Should have research skills for academic work

Must be able to lift and shelve books.

Please send resume and application to:

Glenda Alvin

Dean of Libraries and Media Centers

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