

Library Graduate Assistant Job Description for Technical Services Division position

Responsibilities Include:

- Assist in the support of training activities for the Technical Services Division
- Learn training tools to support video, audio, and any written TSD documentation whether in manuals or on webpages for any TSD process
- Help out at workshops as needed, schedule classrooms
- Learn various processes as required
- Help to Maintain Web site as needed
- Research topics as assigned by the Acquisitions Librarian.
- Work on special projects as assigned.

Expectations:

- Training background preferred in either giving classroom instruction or in writing or developing training materials
- Alternatively cataloging experience in an academic setting
- Ability to work in a collaborative team environment including taking direction from multiple staff members.
- Ability to work independently on assigned projects
- Communication skills in dealing with staff from all areas of the Library
- MS Office experience, some experience working with podcasts or webcasts desired

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