Position: Graduate Assistant - Access, 20 hours per week
Department: Special Collections, Hornbake Library
Salary: Salary $18,659.00
Benefits: Tuition Remission, Health, Dental, Vision and Prescription coverage

This position will work to support access activities making materials available in Special Collections across subject matter and formats. The work will benefit the libraries by streamlining and establishing online access to hidden special collections, helping coordinate decisions and priorities based on data, use, and need.

The position will concentrate on developing and improving policies, procedures, workflow, and tools under the direction of the Access team leader.

Graduate Assistants will gain skills and experience in project management, database migration, policy and procedure development, arrangement and description standards, and processing archival collections.

EDUCATION:
Required
- Must be enrolled in a graduate program at the University of Maryland
Preferred
- Enrolled in a graduate program in the College of Information Studies at the University of Maryland

EXPERIENCE:
Required
- Evidence of analytical skills
- Willingness and ability to learn new technologies
- Ability to work independently after initial training
- Strong oral and written communication skills
- Must be able to lift boxes weighting approximately 40 pounds
Preferred
- Previous experience or interest in working in an archives or special collection setting
- Project management
- Familiarity with MS Excel and MS Access

Applications: Electronic applications required. Please apply online at https://ejobs.umd.edu. No relocation assistance will be provided. You must be legally able to work in the United States; the University of Maryland Libraries will not sponsor individuals for employment. An application consists of a cover letter which includes the source of advertisement, a resume, and names/e-mail addresses of three references.

Applications will be reviewed as they are received and accepted until June 19, 2013.

The University of Maryland, College Park, actively subscribes to a policy of equal employment opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, religion, ancestry or national origin, marital status, genetic information, or political affiliation. Minorities and women are encouraged to apply.