UNIVERSITY OF MARYLAND LIBRARIES
Graduate Assistant (GA) Position Description 2015-2017

Check one: Faculty____ Exempt _____ Non-Exempt _____ Other _X_

Date Prepared: May 5, 2015
Division: Public Services
Prepared by: Rachel Gammons
Department: Teaching & Learning Services
Reports to: Department Head
Position Title: GA for Teaching & Outreach

NATURE OF THE WORK:
The University of Maryland Libraries (http://www.lib.umd.edu) serves the College Park campus, the flagship of the University System of Maryland. Teaching and Learning Services (TLS) designs, coordinates and teaches information literacy programming for first-year college students. Within a team environment and under the direction of the department head, the Graduate Assistant will work 20-hours per week and serve library users and staff in a variety of capacities. This includes: managing several important administrative processes; teaching information literacy classes; providing information and reference assistance either in-person or virtually; coordinating the Libraries’ participation at various campus events. This position assists the department head and TLS staff members with the day-to-day work of the department. Manages other duties and completes special projects as assigned.

DUTIES AND RESPONSIBILITIES:
1. Administrative Assistance:

Coordinates the Libraries’ participation at various campus events by:

- Identify opportunities for library involvement at campus events;
- Submitting required documentation to secure library attendance at events;
- Calling for library staff volunteer participation at campus events;
- Preparing and distributing an attendance roster;
- Updating, producing, preparing handouts and promotional giveaways;
- Setting up and breaking down Libraries’ presence at events (i.e. event table);
- Following up with ‘thank you’ acknowledgements to volunteers;

Oversees the Teaching and Learning Webpage:

- Updates and maintains departmental webpages;
- Updates and maintains Library Skills Guides;
- Updates and maintains departmental web-forms;

Supports the University Libraries LibGuides Program:

- Building and maintaining departmental LibGuides;
- Creating and managing Library LibGuide accounts;
- Assisting in updating instructional training materials for LibGuides;

Participates in library committees and task forces as appropriate
2. **Teaching:**

Teaches a variety of information literacy instruction session for first year undergraduate students. This may include teaching and/or training instruction librarians and library staff in the use of technology for teaching and assessment. As directed, creates and maintains instructional materials in a variety of formats for students and staff.

3. **Reference Assistance:**

Participates in the McKeldin Library On-Call Research Assistance Program by providing in person or virtual information/reference assistance to library users. Supports the research needs of first-year students by providing in-person or virtual reference assistance to students as needed.

4. **Technical Assistance:**

Assists in troubleshooting technical problems experienced by librarians related to LibGuides and Canvas. Provides training in the use of online teaching tools, as appropriate.

5. **Other Duties and Responsibilities:**

Manages a variety of other duties and projects as assigned by the department head.

**PHYSICAL DEMANDS:**

- Needs dexterity and endurance to work at a computer.
- Physical and mental endurance to teach multiple information literacy instruction sessions.
- Adequate physical mobility to retrieve and handle instruction materials, and to operate presentation equipment to ensure that sessions run effectively.

**SUPERVISORY RESPONSIBILITIES:**

None.

**EDUCATION:**

**Required:**

Must be enrolled in a graduate program at the University of Maryland.

**Preferred:**

Enrolled in the Master of Library Science Program at the University of Maryland’s iSchool (i.e., College of Information Studies).

**QUALIFICATIONS:**

**Required:**

Interest in supporting the research and teaching needs of first year students.

Excellent command of the English language both verbally and in writing.
Ability to teach users about library services and resources either in a classroom setting or one-on-one at the Information Desk.

Excellent time management skills; able to effectively manage concurrent tasks and projects to meet deadlines.

Excellent interpersonal skills; able to work independently and in a team environment.

Excellent computer skills; able to effectively use MS Office Suite (e.g. Word, Excel, etc.).

Excellent customer service skills within a diverse fast-paced environment; able to project a professional image of the department and Libraries to the campus community.

QUALIFICATIONS:

Preferred:

Experience teaching in any capacity.

Interest in pursuing a career in academic libraries.

Employee’s Signature________________________ Date__________

Print Employee’s Name_______________________________________

Supervisor’s Signature________________________ Date___________