Position: Graduate Assistant for User Education Services, 20 hours per week
Department: Public Services, McKeldin Library
Salary: Salary $18,659.00
Benefits: Tuition Remission, Health, Dental, Vision and Prescription coverage

The University of Maryland Libraries' User Education Services is looking to hire a Graduate Assistant (GA) for a 2 year appointment starting August 2013.

NATURE OF THE WORK:

The University of Maryland Libraries serves the College Park campus, the flagship of the University System of Maryland. User Education Services (UES; http://www.lib.umd.edu/ues/), a public services department, designs, coordinates and teaches an extensive library instruction program for first-year college students, as well as a host of other activities. 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 in a variety of capacities which includes:

Summary of Duties and Responsibilities:

- Manages a multi-step administrative process for 100's of library instruction requests received from course instructors; schedules classes and reserves instruction labs; manages communication with requestors; prepares instructional materials; compiles and analyzes assessment results, helps prepare reports, etc.

- Teaches a variety of library instruction session for first year undergraduate students aimed at orienting them to the Libraries’ services and resources. This may include teaching and/or training instruction librarians and staff in the use of technology for teaching and assessment.

- Provides in-person reference/information assistance for library users at the McKeldin Library Information/Reference Desk, a busy public service point at the campus’ main library. Provides virtual information/reference assistance to users through the Libraries’ CHAT service.

- Maintains McKeldin Library’s three instruction labs in good working order. Assists in troubleshooting technical problems experienced by instructors, keeps ‘how to use’ manuals and web pages up-to-date. Provides training in the use of these teaching spaces.

- Performs other duties and special projects as assigned by the department head.

Education:

Required:
Enrolled in the MLS Program at the University of Maryland’s iSchool (i.e., College of Information Studies).

Preferred:
Advanced degree in English or other related subject area.

Qualifications:

Required:
Excellent command of the English language both verbally and in writing.
Ability to make effective presentations by teaching users about library services and resources either in a lab/classroom setting or one-on-one at the Reference/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 computers 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.

Experience working in an office environment.

Applications: Electronic applications required. Please apply online at https://ejobs.umd.edu/postings/18050. 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 3, 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.