

2009-10 Graduate Research Assistant Program George Mason University Libraries

University Libraries offers graduate students the opportunity to work directly with Mason librarians on a variety of projects to create and develop library programs, services and collections for the Mason community. Through the assistantships, graduate students can develop excellent research skills and teaching skills, while gaining in-depth experience in the use of current academic research resources. Examples of projects and duties may include:

- developing and maintaining online research guides, tools
- providing basic library orientations and supporting outreach & marketing activities
- conducting basic sessions in using library resources
- providing in-person/telephone/instant message research assistance
- supporting librarians in the selection of library resources
- assisting in highly technical projects

Appointment Dates and Dates of Service: For the 2009-2010 academic year. Graduate Research Assistants (GRA) appointment dates are August 31, 2009 through May 5, 2009.

Compensation

- \$10,905 First time appointment without master's degree
- \$11,730 Renewals, prior to completion of master's degree
- \$12,875 Initial appointment or renewal with master's degree

Please note: Library GRA positions **do not offer tuition waivers** and continuation beyond the initial appointment is contingent upon adequate job performance and availability of funds.

Schedule: All positions are 20 hours/week throughout the academic year. Depending on the position, some weekend and evening hours are expected. Some positions require working at a public service desk for a portion of the weekly hours.

Required Qualifications for All Positions: Applicants must be registered as full-time graduate students, enrolled in at least 6 credit hours, in good standing for the full academic year at George Mason University. Must have a strong customer service orientation and the ability to interact with a variety of individuals and groups. Strong written and oral communication skills.

POSITIONS AVAILABLE

Fenwick Library, Reference Department – Government Documents Unit - 1 position

Government Documents/Geography – Works with the Government Documents/Geography librarian on projects to support Government Documents and Maps. PREFERRED: experience in developing Web sites and in using MS office products such as Excel and Access.

Fenwick Library, Collection Development and Preservation Department – 1 position

Assists library staff with the collection, organization and analysis of usage statistics for electronic resources, maintains contract record filing, and completes special projects such as conducting usability studies; special marketing initiatives for promoting usage of electronic resources; and assisting with implementation of an electronic resource management system. Primary data management duties include pulling data from vendor websites, accurately manipulating and analyzing data, and consulting on methods of storage. The incumbent will be expected to develop an extensive understanding of George Mason's online resource landscape and usage trends. **REQUIRED:** experience with the library's catalog and online research databases; knowledge of Excel and Access (familiarity and/or experience using Access is an asset); a high level of attention to detail and accuracy, and a flexible nature. Good communication skills, both written and oral, are important. Applicants must be comfortable using Windows-based computers, the Internet, HTML, and be self-motivated as well as able to work independently.

Fenwick Library, Digital Programs & Systems Division—1 position

Works in the Systems Office assisting in highly technical projects as assigned by the Head of Digital Programs and Systems. Preferred Qualifications: Background in computer science. Knowledge of Java, PHP, MySQL or other web-friendly technologies preferred. Unix shell experience a plus.

Fenwick Library, Special Collections & Archives - 1 position

Works with the Oral History Program, as a coordinator, on a variety of programs and activities. This position offers the candidate valuable experience in project management, historical research, web and audio/visual technologies, and interviewing and communications methods. **SKILLS:** fluency in the English language, experience conducting research using electronic and other resources, skill with a range of audiovisual technologies and media, including a familiarity with digital audio and DVD recording. Must be comfortable in conversational interview settings, as well as in speaking to groups and engaging in other outreach activities.

Fenwick Library, Technical Services-Serials - 1 position

Performs various job responsibilities in all departments in Technical Services, including work in Serials, Acquisitions, and Cataloging, as well as work with the Head of Technical Services. **REQUIRED:** ability to work independently with high levels of efficiency, accuracy and attention to detail applied to diverse job responsibilities; ability to apply strong problem solving, analytical, and organizational skills; ability to apply and develop current computer skills (proficiency with Microsoft Office, including Excel, and internet resources); good written and verbal communications skills.

Johnson Center Library – 1 position

Assists librarians at the Johnson Center Library, which is located in a multi-purpose student center on the Fairfax campus. The Johnson Center Library also holds the media collections for the Fairfax campus. Duties include approximately 10 hours per week at the reference desk (including some evenings and weekends), as well as working with librarians whose liaison responsibilities include support of programs in cultural studies, performing arts, and film/media, as well as support for orientation programs for incoming freshman and transfer students. PREFERRED: qualifications include one or more of the following: interest in music literacy; experience with audio-visual media; experience with library research materials, especially electronic resources.

Arlington Campus Library - 1 position

Assists the librarians and library staff at the Arlington Campus Library for approximately 20 hours a week, including some weekend shifts. Duties include providing research services for academic programs in public policy and business, social work and nonprofit management, education and conflict studies. In addition to assisting with coverage at the Reference and Circulation desks, the Graduate Research Assistant provides support for the Libraries' outreach, collection development and instruction activities as well as assistance with access services functions (course reserves, document delivery, serials, etc.) and other duties as assigned.

APPLICATION PROCESS

- Applicants may apply for more than one position. ***Email applications are not accepted.***
- **A complete application packet must include three (3) copies of**
 - **Letter of application**
 - State specifically which position(s) you are applying for, and,
 - Provide a clear, comprehensive description of how your skills and preparation
 - Match the requested qualifications for the position(s)
 - **Current resume**
 - Include your summer contact information and email address
 - Include list of three references with full contact information
- **No phone calls please.**
- **Review of applications begins August 1, 2009 and will continue until the positions are filled.**

Mail completed Application Packets (three [3] copies of above) by August 20, 2009 to:

Melissa M. Johnson, Liaison Librarian & GRA Program Coordinator
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