

Ball State University Libraries
Graduate Assistant Position Description

Archives and Special Collections

Objective:

The Archives Digital Collections Graduate Assistant will participate in preparation, organization, and digitization of Archives and Special Collections materials for the Digital Media Repository; create and revise data for the digital resources; learn and apply archival theory and methodology, digitization standards, and library practices; acquire and utilize research skills.

Duties/Responsibilities:

1. Prepare, organize, and digitize materials from Archives and Special Collections.
2. Create and revise data describing digitized materials, specifically photographic collections; edit existing data for digital collections to apply standards and improve searchability.
3. Participate in creation of Web-based finding aids and guides for archival collections.
4. Perform other duties as assigned.

Work Load:

The Graduate Assistant works twenty hours per week, during times Archives and Special Collections is open. The work schedule is based on the Graduate Assistant's schedule and on the scheduling needs of the unit. The work schedule may include evening hours.

Selection:

Guidelines for the Award of Graduate Assistantships are generally applicable. The candidate selected for the position will have experience and/or interest in archives, libraries, or other areas related to archival work; computer experience, including imaging technology, electronic databases, and working knowledge of basic Microsoft Office applications; attention to detail; strong organizational skills; good written and verbal communication skills; and appreciation for rare and unique materials that require special and careful handling. Moderate to heavy lifting may be required.

Supervision:

The Graduate Assistant reports to the Assistant Dean for Digital Initiatives and Special Collections. Daily duties are supervised by the Archivist for Manuscript Collections and the Archivist for Digital Initiatives and University Records. The Assistant Dean and the Archivists interact with the Graduate Assistant throughout the week; formal meetings are held as needed.

Evaluation/Renewal/ Termination:

The Graduate Assistant is evaluated informally throughout the year by the Assistant Dean for Digital Initiatives and Special Collections, with input from the Archivists. Evaluation is based on performance of the duties outlined in the *duties/responsibilities* section of this document, as well as attendance, punctuality, reliability, and professionalism.

Each April, the Graduate Assistant's contract is reviewed. The decision to renew or terminate the contract is based on work performance and whether the assistantship is still available. A recommendation is made by mid-April.

Circumstances that would lead to termination include: inability to provide accurate data descriptions and terms for digital collections, inability to prepare materials to acceptable professional standards, unexcused or unreasonable absences or tardiness, breach of confidentiality when working with confidential or sensitive materials, failure to follow unit rules and policies.

Other:

The Graduate Assistant must demonstrate trustworthiness in handling rare and valuable materials and must maintain confidentiality when working with confidential or sensitive materials. Appropriate dress and personal grooming is required.

Stipend/Fee Remission:

Graduate assistants receive a tuition waiver and a yearly stipend, paid over 10 months. The amount of the stipend may change from year to year. Graduate students also receive a remission of the contingent portion of the general fee, remission of the graduate course fee, and an out-of-state fee waiver. Summer assistantships may be available. The stipend for summer assistantships is 15% of base salary (stipend) per summer session.