Access Services Department: 
Access Services Graduate Services Assistant

Number of positions available: 2

About the Program
The UNT Libraries offer full-time graduate students professional experience through their Graduate Services Assistantships and Research Assistantships (https://www.library.unt.edu/jobs/gla-gra). These positions provide tuition benefit program hours and are benefits eligible during the fall/spring semester, but summer positions are paid hourly with limited benefits eligibility. For grant-funded assistantships, benefits vary according to the grant. See full details here. (https://www.library.unt.edu/jobs/gla-gra)

Department Overview
The Access Services Department in Willis Library provides access to the collections of the UNT Libraries and manages Circulation, Reserves, Document Delivery, Interlibrary Loan, and “Ask Us” research support services.

Position Description
The Graduate Services Assistant (GSA) will assist in the areas of research assistance, resource access, student engagement, patron services, and records management. The GSA will complete tasks such as responding reference and information inquiries, providing library services to the public, creating patron records, supporting department training activities, and engaging students through outreach and instructional projects. The GSA will report to the Student Engagement Librarian as a member of the Research and Engagement Unit.

Position Responsibilities
• Answering patron inquiries in person and virtually by chat, email, text, and phone
• Providing research assistance to a diverse group of academic library patrons and community members
• Promoting knowledge and discovery of the library’s resources, catalog, databases, and systems
• Supporting the service needs of the Library Services Desk
• Providing outreach for library services and engaging students through peer learning activities
• Collaborating on unit and departmental projects
• Creating and maintaining patron and item records
• Other duties as assigned by supervisor

Hours and Location
Hours: 20 hours per week, including some nights and weekends
Access Services Department-Willis Library

Duration
Fall 2021-Spring 2022. Dependent upon funding summer employment may also be available.
Minimum Qualifications
You must be a full-time graduate student in Library Science (MLS or Information Science (MIS) in the University of North Texas Department of Library and Information Sciences. You should also possess these qualifications:

- Customer service experience
- Strong commitment to public service
- Willingness to learn new skills in a rapidly changing environment
- Experience with computer software or systems
- Effective interpersonal and communication skills

Preferred Qualifications
- Previous library experience
- Knowledge of UNT Libraries online catalog and databases
- Project management experience
- Supervisory or training experience
- Cash handling experience
- Passed nine credit hours from the UNT LIS program
- Passed UNT Course INFO 5600 Information Access & Knowledge Inquiry

Pay Rate
Pay rate will depend on student’s progression in their graduate program.

- Level 1- $1,322.22/month, $11,900/9 months
- Level 2- $1,555.56/month, $14,000/9 months

Contact for More Information
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Application Process for Graduate Assistantships
To participate in the Libraries' graduate assistant program, you must be a full-time graduate student. We welcome a variety of majors into the program, but some jobs may require specific subject specialties. See individual position descriptions for additional required qualifications or training. You may apply for as many positions as you wish.

Requirements
First, apply to the Libraries' graduate assistant program by providing the following documents.

- Your resume
- Unofficial Transcript
- A list of three professional references, which includes contact name, phone number, and email address
- Cover letter

Applications and all supporting documents should be submitted to Lib_Grad@unt.edu.

If you wish to claim veteran’s preference, you should also submit a Veterans Self-Identification form along with applicable documentation such as your DD214. For veteran's forms please go to the Veterans Self-Identification Reports page. (http://www.untsystem.edu/forms/human-resources/veteransself-identification-reports)