**Practicum for Library Graduate Student for Library Instruction and Assessment (Spring 2020)**

**About the Program**

The UNT Libraries offers a practicum to a library graduate student for professional instruction and assessment experience by working with the Humanities and Instruction Librarian in the Library Learning Services Department.

**Position Description**

As a practicum student, you will work closely with the Humanities and Instruction Librarian, entering, analyzing and looking for trends in assessment data. Working on LibGuides and helping with research instruction classes. While your work with the Humanities and Instruction Librarian will be your primary focus, you will also receive training in public service, dealing with different types of patrons, and working with journal article databases, the UNT Libraries catalog, full text journals, and other print and electronic resources.

Your practicum will culminate in teaching a library instruction session on your own as well as presentation of your instructional assessment work to the Humanities and Instruction Librarian.

**Position Responsibilities**

Instruction Assessment

* Enter data for assessment: Desk Tracker, Card Swipe, and Qualtrics
* Assist Humanities and Instruction Librarian in analyzing trends in assessments
* Assist Humanities and Instruction Librarian in LibGuide development
* Assist Humanities and Instruction Librarian with research instruction classes

Instruction

* Assisting the Humanities and Instruction Librarian to provide library instruction to students through a one-on-one meeting, classes, by phone and email.
* Enter card swipe information for instruction classes.
* Maintain reference statistics of instruction sessions.

**Hours and Location**

The working schedule is negotiable, based on practicum requirements, and must take place Monday – Friday between 9 am and 5 pm in the Willis Library.

**Minimum Qualifications**

You must be enrolled in your practicum and have prior relevant experience. You should also possess these qualifications:

* You must be a student receiving library science practicum course credit through your college/university
* Significant coursework completed in library and or information sciences
* Prior relevant experience in a customer service position
* Strong commitment to public service
* Effective interpersonal and communication skills
* General experience with computers and various software products
* Willingness to acquire new skills in a rapidly changing environment

**Preferred Qualifications**

* Basic knowledge of electronic databases
* Demonstrated interest in the humanities or social sciences

**Compensation**

This is an unpaid professional practicum

**Contact for More Information**

This position is under the supervision of the Humanities and Instruction Librarian. Applicants that apply by December 1, 2019, will be given preference.

If interested, please send your CV or resume and cover letter to Carol Hargis at [carol.hargis@unt.edu](mailto:carol.hargis@unt.edu).