Collection Development Department:
Collections Assessment Graduate Services Assistant

Number of positions available: 1

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 Collection Development Department identifies appropriate scholarly resources, acquires or licenses the use of library materials, and performs collection assessments. Primary activities of the Collection Development Department include negotiation with vendors and publishers for books, periodicals and databases; evaluation of the collections' strengths for accreditation; identification of needed research resources to support UNT's wide-ranging curricula; management of ordering and payment systems for materials; and providing technical support for electronic resources.

Position Description

The purpose of this Graduate Services Assistant (GSA) position is to assist the Collection Development unit with managing data related to evaluating the Libraries' collections, including circulation, holdings, and usage statistics; to inventory and assess the library collections; and to assist in finding information. The position reports to Karen Harker, Collection Assessment Librarian, Collection Development.

Position Responsibilities

- Gather and record usage of electronic resources
- Organize and update data in databases (primarily Access) and spreadsheets (Excel)
- Prepare statistical reports
- Check standardized lists against library holdings and other sources
- Search library literature for environmental scans
- Assist in conducting analyses of subject-based collections
- Other duties as appropriate and feasible

Hours and Location

The position is part-time at 20 hours per week. The Annex building is open 7:30 a.m. – 5:30 p.m. Monday through Friday. Hours are flexible can be arranged around the GSA's course schedule within the hours the Annex is open. The job may involve work in a number of different specific campus locations with primary duties being at the Library Annex on Precision Drive.

Duration

Fall 2019-Spring 2020. Dependent upon funding summer employment (2020) may also be available.

Minimum Qualifications

You must be a full-time graduate student. You should also possess these qualifications:

- •   Student in any of the College of Information's Information Science programs (MS-IS, MS-LS, MS-DS, or II PhD)
- •   Available to work 20 hours per week
- •   Experience with Microsoft Office Suite, with substantial experience with Word and Excel
- •   Excellent written and verbal communication skills
- •   Attention to detail

Preferred Qualifications

- •   Previous experience working in a library
- •   Strong research skills
- •   Ability to work without direct supervision
- •   Strong data organization skills

Additional Documents to Submit with your Application Materials

Please review this interactive chart called, What Degrees Pay? on Tableau Public: https://public.tableau.com/profile/mbettersworth#!/vizhome/WhatDegreesPay/WhatDegreesPay - Use the chart's interactive features to answer the following question: Describe the comparison of the average earnings and percent found working of those who graduated with a bachelor's degree from UNT and from UT Arlington in 2011. What do you think could explain the difference, if there is any?

Compose your response in a Word document with this file name: GSA_Response (your name).docx

Attach the document with your application materials.

Contact for More Information

Karen Harker
Collection Assessment Librarian
University of North Texas Libraries
Karen.Harker@unt.edu

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. Submit these documents only once. We will keep them on file.

- 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 (https://www.untsystem.edu/forms/human-resources/veterans-self-identification-reports)" page.