Graduate Assistant Job Description

Position Summary:
Title: Graduate Assistant
Department: Special Collections

Hours per Week: 10 hours/week

Location:
- X Portland
- Gorham
- LAC
- Online/Distance

Duration:
- X Full Academic Year
- Fall Semester
- Spring Semester
- Summer Semester

Total Stipend: $4,500
Monthly Stipend: $500
Scholarship Amount: $3,000 (in-state) / $5,000 (out-of-state)

Supervisor Name: Jill Piekut Roy
Supervisor E-Mail: jill.piekut@maine.edu
Supervisor Phone: 207-780-5492

Position Details:
Statement of Job and Essential Functions:
The Graduate Assistant works to process collections of personal papers and archival records under the supervision of the Special Collections Librarian at Glickman Family Library. Duties include physically arranging collections, housing them in preservation housing, and writing a narrative description and inventory of the collections. Training is provided. Other tasks may be assigned, according to the department’s needs.

There are two positions available. One Graduate Assistant will process personal papers in the Judaica Collections of the Jean Byers Sampson Center for Diversity in Maine. The other Graduate Assistant will process the personal papers of rare book collectors, which may also include working with the Rare Books collection.

All or most of the work is to be done in the Special Collections facility on the 6th floor of the Glickman Library, on USM’s Portland campus, within regular operating hours, Monday through Friday, 9 a.m.- 5 p.m.

Supervisory Responsibilities:
There are no supervisory responsibilities required for this position.

Budget Responsibilities:
The position does not include budget responsibilities.
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Public and Professional Activities Related to Job Performance:
The Graduate Assistant will learn to apply principles and methods from the archives field to inventory, research, and describe cultural heritage resources; store them for long term preservation; and enable efficient digitization and access. Their work will result in finding aids that both contextualize the collections and make them easier to discover and use.

Archives and special collections preserve evidence of human activity in government, business, non-profit, personal, and creative spheres. This evidence can be used in any field of practice to produce research, defend essential rights, draft policy, and effect change. Through exposure to behind-the-scenes work at Special Collections, the student will gain the lifelong ability to navigate archives in their professional lives. They will also have an opportunity to develop technical writing and historical research skills, and gain knowledge of Maine’s diverse communities.

Internal Contacts:
The Graduate Assistant will report to Jill Piekut Roy. They may also work with Susie Bock, work-study students, other library staff.

External Contacts:
On rare occasions, the Graduate Assistant may interact with donors, researchers, faculty, and students who visit Special Collections.

Knowledge, Skills, and Abilities:
Proficient in MS Word and Excel.
Knowledge of book bibliographic elements (author, title, publisher, etc.)
Accuracy in recording data and attention to detail.
Experience working with delicate objects.
Knowledge of rare books, book history, or special collections.
Knowledge of Jewish history in the United States.

Required Qualifications:
Proficient in MS Word and Excel.
Knowledge of book bibliographic elements (author, title, publisher, etc.)
Accuracy in recording data and attention to detail.

Preferred Qualifications:
Experience working with delicate objects.
Knowledge of rare books, book history, or special collections.
Knowledge of Jewish history in the United States.

To Apply:
Submit your resume and cover letter via email to Jill Piekut Roy (jill.piekut@maine.edu).