Job Title: **Walker Library Graduate Assistant**
Department: **Digital Scholarship Initiatives (DSI), Library Administration**
Supervisor: Ken Middleton, Digital Initiatives Librarian
Starting Rate of Pay: **$3,250 per semester plus tuition (max 12 hours per semester)**
Length of Time: Academic year 2024-2025

Job Description

The graduate assistant is an MTSU graduate student who will be able to expand their own knowledge of technology and library services and gain on-the-job training in the design, digitization and/or management of digital projects. Potential projects vary by semester, but could include work in one or more of the following:

- Explore methods for making existing DSI digital collections more interactive and engaging. Examples include creating interactive maps of the rural African American churches that are documented in the Southern Places digital collection and mapping/contextualizing data from historical maps in the Tennessee Schools Collection. See these collections at https://dsi.mtsu.edu/collections.
- Scan photos (including slides) for inclusion in Southern Places and other collections.
- Write original descriptions / historical notes for inclusion in metadata records.
- Research historical buildings and communities using primary and secondary sources.
- Proofread DSI content and potentially assist in usability studies of DSI projects.
- Assist in teaching digital scholarship or digital humanities-related topics in the form of workshops, peer-to-peer assistance, or online tutorials.
- Take part in discussions about future DSI projects and services.

Job Location/Hours Required

This appointment is for the 2024/2025 academic year. The GA will work 20 hours per week for the Fall and Spring semesters. A dedicated workspace in the library will include adesk, computer, and chair. Some remote work may be possible.

Required Qualifications

- Demonstrated comfort with basic computer skills.
- Ability to learn technology quickly.
- Communication skills, both written and oral.
- Ability to work independently.
- Be enrolled as a full-time graduate student at MTSU.
- At time of application, possess a semester and cumulative grade point average (GPA) of 3.0,maintained throughout employment.

Desired Skills

Familiarity with any one or more of the following is a bonus:

- Geographic Information Systems (GIS) software (ArcGIS Online, Story Maps, ArcGIS Pro, QGIS).
- Historical research in archives and libraries.
- Using historical maps and other place-based sources.
- Scanning photos (including slides) and documents based on technical standards.
- Text mining / text analysis.
- Teaching in the classroom, with small groups, or one-on-one.
- Programming skills, particularly Python.
- Software: Photoshop, Tableau, Voyant.
- Writing for a public audience.

Proofreading.

Special Note and Inclusion Practices

GAs at MTSUs receive instruction concerning the various facets of their position, opportunities for personal andprofessional development that are not available to the general student population, and practical workexperience to support their efforts to gain full-time employment upon their graduation and/or departure from MTSU.

The core principles of the DSI are listed on our website. A brief list is included here to emphasize our intention with equity, diversity, inclusion, and accessibility, not only for the projects we work on, but also for our hiring practices.

- We believe in the importance of diversity, equity, inclusion, and accessibility, and promote these values through our programs and policies.
- We welcome and give priority to projects that give voice to marginalized individuals and communities; and seek to create partnerships on campus and beyond to help shape the future of inclusive digital initiatives.

Department Description

Digital Scholarship Initiatives (DSI) is an extension of the mission of the Walker Library as an active partner in the scholarly communication process. Serving as a hub for collaboration among campus centers, faculty and students, the Digital Scholarship Initiatives and Lab creates and applies technologiesthat enhance digital initiatives. The products produced are often grant-funded, interdisciplinary, and strengthen the scholarly output of MTSU and typically use digital methodologies (i.e. text analysis, spatial analysis, digitization) and digital tools (i.e. GIS, Voyant, TimelineJS, OJS). DSI is also a digital publisher of dissertations, journals, books and other open educational resources.

Application Instructions

Open until filled for a GA position that starts August 2024.

To submit your completed application, please email the following items to christy.groves@mtsu.edu.

- **Graduate assistant application** https://www.mtsu.edu/graduate/funding.php (click on Graduate Assistantships, then Student Application). Once completed online, save the PDF copy and include in your email submission, along with the following:
- **Resume**
- **Contact information** for 2 References (Name, Email, Relation to Applicant)
- **Summary of Interest (1 page or less)** -- This is an opportunity to briefly share why you are interested in a GA position working on digital projects. It could include your experience or skills you have, skills you want to learn, or types of projects that interest you, etc. Pick any one thing or multiple, it is up to you). You may include this directly in the text of the email, or as an attachment (doc or pdf).

Interviews will take place on Zoom for selected applicants. Official offers will be made this fall 2024, pending approval from the College of Graduate Studies. Questions can be sent to christy.groves@mtsu.edu.

Other Notices

It is the policy of Middle Tennessee State University to provide employment, training, compensation, promotion, and other conditions of employment based on qualifications. MTSU does not discriminate against students, employees or applicants for admission or employment on the basis of race, color, religion, creed, national origin, sex, sexual orientation, gender identity/expression, disability, age, status as a protected veteran, genetic information or any other legally protected class with respect to all employment, programs and activities sponsored by MTSU. MTSU's policy on nondiscrimination can be found at https://www.mtsu.edu/policies/governance-and-compliance/025.php. The following person has been designated to handle inquiries regarding non-discrimination policies:

Christy Sigler, 615-898-2185
MTSU – Equity and Compliance
1301 East Main St., #116
Murfreesboro, TN 37132

For individuals requiring a reasonable accommodation to apply: In compliance with the Americans with Disabilities Act Amendments Act (ADAAA), if you have a disability and would like to request an accommodation in order to apply for a position with MTSU, please call 615-898-2929 or email emp@mtsu.edu.

Clery Act crime statistics for MTSU are available at http://www.mtsu.edu/police/docs/2021AnnualSecurityReport.pdf or by contacting MTSU Public Safety at 615-898-2424.