Job Title: **Walker Library Graduate Assistant**
Department: **Digital Scholarship Initiatives (DSI), Library Administration**
Supervisor: **DSI Faculty**
Starting Rate of Pay: **$3,500 per semester plus tuition (max 12 hours per semester)**
Length of Time: Spring 2024 only (January 16 to May 2)

Job Description

The graduate assistant (GA) 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 and publications.

The GA's time is spent on two major priorities: Publishing operations and digital projects. For the *publishing operations*, the GA will:

- Help provide initial review and organization of manuscripts under consideration.
- Critically review and find errors or important elements in manuscripts (e.g., repetitive headings or sections, length considerations, other abnormalities, and cohesion or consistent voice, among others).
- Accessibility checking for digital versions.

The GA's time on *digital projects* may vary by semester, but are largely based upon one or more of the following:

- Create and organize digital collections, including scanning, editing images/files, organizing, project tracking, and data entry such as writing original descriptions and historical notes for inclusion in metadata records.
- Research, including but not limited to historical research using primary source materials, experimental research for new/emerging pedagogical or application approaches to digital initiatives, or program research to develop and advance DSI program offerings.
- Design of digital initiatives related products or programs, including but not limited to web/application design, publication and graphic design, program or curriculum design, and/or research design (i.e., usability study or DSI program surveys).
- Teach digital scholarship or digital humanities-related topics in the form of workshops, office hours sessions, courses, blog posts, or online tutorials.

Job Location/Hours Required

The GA will work 20 hours per week for the semester. A dedicated workspace in the library will include a desk, computer, and chair. Some remote work may be possible, though the typical working schedule will be in-office during regular business hours. *(no work during spring break).*

Responsibilities

Responsibilities vary by semester, depending on the project(s) selected for the GA. The general qualities for all projects include, but are not limited to:

- Use hardware, software, and specialized equipment to perform project duties. This may include scanners, computers, cameras, voice recorders, content management systems, and various software. The use and application of these can be learned on the job.
- Creating metadata records and scanning materials for inclusion in a digital collection, including:
  - Proper scanning techniques, ethics and care for rare or historical materials, data accuracy, and content management. These can be learned on the job.
- Performing research that aids in the development or discovery of DSI programs or products.
- Creating and/or teaching workshops, courses, tutorials, or office hours sessions on DSI topics.
- Meeting with DSI and Walker Library staff to coordinate work and project progress.
- Tracking and reporting project progress.
- Assist in project or event planning and marketing.

Required Qualifications
- Comfort with basic computer skills
- Ability to learn technology quickly
- Communication skills, both written and oral
- Ability to work independently and to conduct independent research
- 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: teaching, historical research, publishing, or digital humanities.

Special Note and Inclusion Practices
GA's receive instruction concerning the various facets of their position, opportunities for personal and professional development that are not available to the general student population, and practical work experience to support their efforts to gain full-time employment upon their graduation or departure from MTSU. This appointment is for the spring 2024 semester with possibility for renewal.

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 technologies that 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 January 16, 2023.

To submit your completed application, please email the following items to digitalscholar@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 it 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 publications or 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 December 2023, pending approval from the College of Graduate Studies. Questions can be sent to digitalscholar@mtsu.edu. **Applications must come from your MTSU email** for consideration. Do not use personal email accounts.

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.