

October 2021

Graduate Assistantship
University Libraries - Access Services Unit

Duties:

- Assisting patrons with circulation, interlibrary-loan, and reserve activities
- Assisting staff with special projects
- Weekly schedule will include Fridays and Saturdays
- Evening and Sunday hours may occasionally be required

Requirements:

- Good oral communication skills
- Good public service skills
- Library and/or customer service work experience
- Good computer application skills

This full-time (20 hours/week) Graduate Assistantship in the University Libraries includes a full tuition waiver and a monthly stipend of \$979.25 based on 4 months – or \$3,917 for the spring semester. The position begins in spring 2022 and covers up to four semesters, depending on student status. Assistantship does not include summers.

To apply:

Send a cover letter and resume to Lora Adcock, Administrative Assistant, Library Administration Office, 3rd floor, Malpass Library, (email: LJ-Adcock@wiu.edu). The letter should state why you want this position, why you would be a good selection, and how it fits into your career goals. Include a description of any previous library or customer service work experience you have.

Incomplete applications will not be considered.

Review of applications will begin in November, and continue until the position is filled. Your completed graduate assistantship application must be on file at the Graduate Office.
http://wiu.edu/graduate_studies/current_students/forms/assist.pdf

Western Illinois University is an Affirmative Action and Equal Opportunity employer with a strong commitment to diversity. In that spirit, we are particularly interested in receiving applications from a broad spectrum of people, including, but not limited to, minorities, women and individuals with disabilities. WIU has a non-discrimination policy that includes discrimination based on an individual's membership in the following classes: sex, race, color, sexual orientation, gender identity, gender expression, religion, age, marital status, national origin, disability, genetic information, veteran status, and any other classes protected by state or federal law.