GERALD H. AND VICTORIA C. T. READ ASSISTANTSHIP

KENT STATE UNIVERSITY LIBRARIES
SPECIAL COLLECTIONS AND ARCHIVES

Kent State University Libraries department of Special Collections and Archives seeks a motivated individual to serve as the 2022-2023 Gerald H. and Victoria C.T. Read Graduate Assistant. The appointment is designed to provide a beginning student in Kent State University’s Master of Library and Information Science program with a well-rounded, hands-on special collections and archival experience in an academic library setting. Students exhibiting a high level of scholarship and academic excellence who display an interest in special collections and archives librarianship are encouraged to apply. The award is merit-based, not need-based, and includes a stipend plus tuition remission. More information about the assistantship and its origins can be found here.

QUALIFICATIONS

▪ Full-time enrollment in Kent State University’s Master of Library and Information Science (M.L.I.S.) program as of fall semester, 2022. Full-time status must be maintained for the duration of the appointment.
▪ Maintain good academic standing for the duration of the appointment.
▪ Have at least one full academic year of coursework remaining in the M.L.I.S. program.
▪ Demonstrated interest in Special Collections and Archives librarianship.
▪ Exceptional oral, written, and interpersonal communication skills.
▪ Demonstrated initiative, time-management skills, and the ability to work independently as well as collaboratively.
▪ Appointee may not accept any other paid employment within the university during the tenure of their appointment.

RESPONSIBILITIES

The role of the Read Graduate Assistantship appointee is multi-faceted, providing assistance to the department of Special Collections and Archives in nearly all areas of its operations, with emphasis on assisting the public and providing excellent reference services. The assistantship experience typically includes some or all of the following responsibilities, depending on the needs of the unit at the time of the appointment:

▪ Completing day-to-day operational tasks for the department.
▪ Providing reference services to on-site users and staffing the Special Collections and Archives reference desk during reference appointments.
▪ Providing reference services to off-site users via telephone or email.
▪ Processing and/or digitizing archival collections.
▪ Assisting with collection pick-ups, accessioning, and appraisal.
▪ Assisting with outreach and promotional activities such as instruction, events, and donor relations.
▪ Assisting with creation of exhibitions and publications.
WORK SCHEDULE
The appointment requires a commitment of 20 hours per week, within normal business hours, for the entirety of the 9-month appointment period (fall 2022, and spring 2023 semesters, including finals weeks), plus one-time attendance at the annual Graduate Student Orientation prior to beginning the assistantship. (Click here for this year’s event details).

On occasion, the appointee may be asked to assist with departmental programs and services, some of which may occur outside of normal business hours.

The appointment does not include summer semesters, official university holidays, or breaks/intersessions. The nature of this assistantship requires all work to be done on location, at the Kent Campus Library. Remote work is not an option.

PAY/BENEFITS
The appointee will receive a stipend and tuition remission as outlined below:

- Stipend: $10,000 (paid $555.56 semi-monthly for the duration of the 9-month academic year).
- Tuition remission for full-time enrollment of up to 16 credit hours per semester, for each of two semesters (maximum 32 credit hours for the academic year, not to exceed a total of $13,400).*

‘Tuition remission amount is based on tuition rates as of the time of the posting of the assistantship. This is subject to change based on Kent State tuition fees for the academic year in which the appointment is made.

*Upon successful completion of the initial 9-month appointment, a second 9-month term may be awarded, subject to satisfactory performance, eligibility, funding levels, and the needs of Special Collections and Archives. No guarantee is made as to an additional graduate appointment after the initial appointment period has elapsed.*

APPLICATION PROCEDURES
The following materials must be submitted for an application to be considered complete.

1. Read Graduate Assistant application.
2. Essay (500-word minimum):
   Please describe what you hope to gain from participating in the Gerald H. and Victoria C.T. Read Graduate Assistantship, as well as any skills, knowledge, or abilities that are relevant to the position.
3. A current CV or resume.
4. Additionally, a currently enrolled M.L.I.S. student who has completed coursework before the Fall 2022 semester must submit an official Kent State transcript of graduate coursework completed to date.

Application materials must be submitted by email to Elizabeth Rabenstein, Operations Coordinator - Special Collections and Archives, at erabenst@kent.edu no later June 30, 2022. Please submit each item listed above as a separate email attachment.