



## Graduate Assistantship To begin Spring 2025

**Overview:** The Florida State University Libraries, in partnership with the Graduate School, invites eligible Masters and Ph.D. program students to apply for Graduate Assistantships in the University Libraries. The purpose of these assistantships is to provide graduate students with valuable, applied work experience that will enhance their classroom learning and their marketability to potential employers after graduation.

**Areas of Concentration:** One assistantship will be offered in the following areas:

**GEOSET:** The GEOSET Initiative & Studio at Florida State University Libraries is seeking applications for a graduate assistant that is looking to play an integral role academic video production at Florida State University. The GEOSET GA will work closely with Library and campus partners to develop impactful and innovative scientific videos, podcasts, and other media. They will lead and support the creation of educational video series, livestreaming of campus events and symposiums, outreach to campus partners, and development of the GEOSET web presence. This position offers the opportunity to develop media production and communication skills centered around scientific and scholarly research.

### Position Duties:

#### Video Production

- Plan, record, and edit academic video projects
- Manage on-location livestreams of university events
- Assist in management of GEOSET studios in Dirac Science Library

#### Web Design

- Assist with the GEOSET website and video hosting platform
- Assist in development of the GEOSET podcast hosting platform
- Develop and implement new website features
- Work with the GEOSET global team to reinvigorate the GEOSET web presence

#### Outreach/Engagement

- Interface with campus partners to develop new media projects
- Develop outreach and marketing materials and initiatives for the GEOSET Initiative

#### Opportunities

- Hone technical skills in media production and web design
- Lead creative projects to demonstrate skills to future employers
- Improve communication skills

Successful applicants must demonstrate the following skills and abilities:

- Ability to balance graduate coursework and work responsibilities
- Strong technology skills
- Familiarity with video production techniques and technology
- Familiarity with the Adobe Creative Suite
- Strong communication skills
- Ability to develop and manage concurrent projects
- Familiarity with web design and information architecture principles

Due to the in-person aspect of this position, it is not designed for fully remote graduate students who do not reside in Tallahassee. This position is not limited to School of Information students and is available to all graduate majors.

**To Apply:** Candidates will submit resumes to [Lib-Recruitment@fsu.edu](mailto:Lib-Recruitment@fsu.edu). Emails should be titled as the posting title, i.e. Graduate Assistant – Position – Semester/Year

- Resume should include the following information:
  - **Personal Details:** Full name, address, phone number, email address.
  - **Education**
  - **Certifications:** Any relevant certifications or licenses.
  - **Employment History:** Previous employers, job titles, dates of employment, responsibilities.
  - **Achievements:** Key accomplishments in previous roles.
  - **Technical Skills:** Proficiency in specific tools, software, or technologies.
  - **Soft Skills:** Communication, teamwork, problem-solving abilities.
  - **References:** Contact information for professional references.

**Contact:** Please email [kcwilson@fsu.edu](mailto:kcwilson@fsu.edu) with any questions.

The Florida State University Libraries define diversity as the sum of the ways that people are both alike and different. We are committed to embracing the full spectrum of human and social identities. We strive to create and maintain an inclusive environment in which all individuals are treated fairly, respectfully, and valued for their distinctive skills, experiences, and perspectives to maximize the potential of all libraries employees and the communities with whom we interact.