



Graduate Assistantship To begin Spring 2025

Overview: The Florida State University Libraries, in partnership with the School of Information, 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:

Special Collections & Archives: The graduate assistant will gain practical special collections, archives, and digital collections experience through work in research services, instruction, rare book & archival processing, digitization, and metadata creation. The Special Collections & Archives (SCA) Division is committed to connecting communities to our primary source collections (digitally and in person), to creating inclusive research environments, diversifying our collections, and improving our discovery systems.

The SCA Graduate Assistant will do project-based work related to preparations for FSU's 175th Anniversary. Projects will be determined based on GA interest and experience/knowledge building needs. Projects can be focused on collections processing, digitization, research services and engagement, and/or preservation. We are a team-based work environment and graduate assistants are full members of that team. More information on Special Collections & Archives can be found at <https://www.lib.fsu.edu/special-collections>.

Position Duties:

The GA will work with SCA Leadership Team members to develop a work plan and project rotation each semester that helps the GA meet their goals for knowledge and experience building.

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. 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 kmccormick@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 Library's employees and the communities with whom we interact.

