Manuscript, Archives, and Rare Book Library
Graduate Instruction Assistant

Job Title: Instruction Assistant, Graduate  Pay Scale Level: 5**
Team/Unit: Research Services  Supervisor Name: Gabrielle M. Dudley
Division: MARBL  Supervisor Title: Research Library Fellow

Work Performed:
Under the Research Library Fellow’s supervision, the graduate instruction assistant will:

- Work with instructors from Emory and other area institutions to schedule classes at MARBL
- Prepare lists of MARBL materials based on syllabi or requests provided by instructors
- Promote MARBL policies and procedures related to registration and care and handling of materials in classes
- Develop outcomes and objectives for sessions including MARBL show-n-tells, information and archival literacy classes, and hands-on primary source analyses
- Assist with pulling and re-shelving of material used in instruction sessions
- Participate in discussions around the practical and theoretical framework for instruction services in libraries
- Assist with usage statistics, student evaluations, and program assessment
- Teach instruction sessions based upon his or her area of expertise considering a number of pedagogical approaches
- Assist with other special projects as assigned

Schedule: 12-15 hours per week between the hours of 9:00-5:30 Monday through Fridays. Exact times/days vary based on student and instruction schedules.

Approximate # of students in this position: 2

Qualifications (knowledge, skill and/or experience required):

- Ability to perform tasks with accuracy and dependability.
- Ability to perform tasks (such as pulling items and reshelving items) with attention to details.
- Able to maintain a 10-12 hour per week schedule that involves some flexibility based on class times.
- Ability to speak comfortably in front of groups of people.
- Ability to work effectively in a team environment
- Fluency in the English language
- Subject knowledge of one or more collecting areas in MARBL
- Physical stamina and capacity to do work requiring bending, occasional lifting (35-40 lbs.) and other activities. Work involves frequent exposure to dust, and related allergenics.
• Teaching experience is desired, but not required.

**This position involves interaction with faculty, undergraduates, and graduate students from Emory and the broader University community, as well as visitors and potential donors. It is important that the employee be mature, capable of showcasing MARBL’s collections and discussing them knowledgably with a range of individuals. The employee must also be a skilled teacher, capable of instructing students in both specific subject areas and general information literacy. The training for this position, learning MARBL’s policies and collections, require that we find students who will be available year round for multiple years if possible. The combination of time and knowledge needed for this position require that it be filled by a graduate student.

Completed by: Gabrielle M. Dudley

Today’s date: 3/27/2013