Graduate Assistant Position  
Special Collections and Archives  
Kent Library

Special Collections and Archives in Kent Library is looking to fill a Graduate Assistant position for the academic year beginning in the fall semester of 2016.

About Southeast and Cape Girardeau: Southeast Missouri State University is a university of 11,200 students located in Cape Girardeau, Missouri, a town of approximately 45,000 residents, located 2 hours south of St. Louis and 2.5 hours north of Memphis.

Primary Position Responsibilities (20 hours/week):

- Provides reference service to on-site and remote patrons of Special Collections and Archives
- Develops and prepares exhibits highlighting collections held by Special Collections and Archives
- Provides arrangement and description of archival collections and preservation services for archival materials and rare books, as needed
- Creates guides and other reference tools to facilitate access to archival collections
- Prepares outreach activities, including presentations to community, campus and K-12 groups
- Provide limited supervision to undergraduate student assistants, in conjunction with the Special Collections Librarian and the Archival Assistant

Preferred Qualifications

- Ability to provide reference services in an archival repository
- Ability to craft and design displays and exhibits, including the scanning and mounting of materials
- Excellent interpersonal, verbal and written communication skills
- Familiarity with word processing and digital imaging technology
- Demonstrated ability to work independently with minimal supervision and as part of a team
- Experience with the digital collection management software, such as CONTENTdm
- Demonstrated ability to work with sensitive material and maintain confidentiality
- Ability to lift 40 pounds with or without accommodations

Preference will be given to applicants with a background in history, public history, library and information science and/or archival experience.

Benefits: The graduate assistantship (GA) is designed to provide support for a student during full-time graduate study. It is an opportunity for the graduate student to serve in a professional role while establishing a professional relationship with faculty and/or administrators. Graduate
assistantships cover a full tuition and fees waiver for up to 24 hours of graduate coursework annually as well as paying a stipend of $8,467.20 per year.

**Evaluation/Renewal:** This position is renewable for an additional year pending a complete evaluation of candidate performance and duties. Termination or non-renewal of the assistantship may result if specific duties are not accomplished or the candidate receives documented poor performance reviews. The start date for this position will be the first day of fall semester classes for the 2016 academic year.

**Application Deadline:** March 31, 2016 (Position open until filled)

**How to Apply:** Please send (via US mail or email) a letter of application, current resume, and the contact information for three professional references to:

Roxanne M. Dunn  
Special Collections and Archives Librarian  
Special Collections and Archives, Room 306  
Kent Library  
Southeast Missouri State University  
One University Plaza, MS 4600  
Cape Girardeau, MO 63701

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