

Graduate Assistant in Information Literacy Job Description

TITLE: Graduate Assistant

REPORTS TO: Assistant Library Director for Information and Research

BASIC FUNCTION:

The Graduate Assistant will assist the Library Reference staff to support information literacy for faculty and students within their respective courses and the overall curriculum. As a member of the Library staff, the Graduate Assistant will work collaboratively with faculty in all schools as they integrate information literacy outcomes into their courses. This support may take the course of one-on-one support for individual faculty or librarians teaching a specific course and it may include assisting faculty and students to effectively incorporate new technologies into the learning process. The successful candidate should be extremely familiar with matters such as active and engaged student-centered learning environments, the various learning styles of students, and relevant use of technology.

DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:

Work directly to assist faculty members learn a variety of research and information technologies that will be of use in implementing the information literacy outcome outlined in the General Education curriculum.

Technologies used in the classroom will include but are not limited to

- Library information sources both digital full text and print
- Manhattan Course Management Software
- Use of blogs and other web-based information sources such as email and chat
- Revise and create virtual tutorials and resources on the Faculty Tool Box section of the Information Literacy resource web page

Under the supervision of the Assistant Library Director for Information and Research assist in the library instruction provided by Reference Librarians, assist in the design of training workshops, teach workshops, and provide one-on-one training to faculty and students.

Collaborate with the Babson Library staff where appropriate to incorporate technology and information literacy outcomes into specific courses.

QUALIFICATIONS:

Bachelor's Degree

Experience with digital research sources in a training or educational environment

Comfort level with digitizing and manipulating text, graphics, audio, and video materials

Experience with course management software

Excellent organizational, analytical, and communication skills.

Strong interpersonal skills

Well-organized, able to work under pressure and as a member of a team

Ability to interact well with a variety of people from all aspects of the college and community