Job Title: Walker Library Graduate Assistant
Department: Digital Scholarship Initiatives (DSI), Library Administration
Supervisor: DSI Faculty
Starting Rate of Pay: $3,250 per semester plus tuition (max 12 hours per semester)
Length of Time: Spring 2022 semester (possible extension for 2022-2023 academic year)

Students with a desire to contribute to an inclusive climate are encouraged to apply. There is no specific skill or experience required, we encourage anyone with an interest to apply.

Job Description
The graduate assistant is a MTSU graduate student who will be able to expand their own knowledge of technology and library services and gain on-the-job training in the design, digitization and/or management of digital projects. Specific projects vary by semester, but are largely based upon one or more of the following:

- Create and organize digital collections, including scanning, editing images/files, organizing, project tracking and data entry such as writing original descriptions and historical notes for inclusion in metadata records.
- Research, including but not limited to historical research using primary source materials, experimental research for new/emerging pedagogical or application approaches to digital initiatives, or program research to develop and advance DSI program offerings.
- Design of digital initiatives related products or programs, including but not limited to web/application design, publication and graphic design, program or curriculum design, and/or research design (i.e., usability study or DSI program surveys).
- Teach digital scholarship or digital humanities related topics in the form of workshops, office hours sessions, courses, blog posts, or online tutorials.

Job Location/Hours Required
The GA will work 20 hours per week for the semester. A dedicated workspace in the library will include a desk, computer, and chair. Some remote work may be possible.

Responsibilities
Responsibilities vary by semester, depending on the project(s) selected for the GA. The general qualities for all projects include, but are not limited to:

- Use hardware, software, and specialized equipment to perform project duties. This may include scanners, computers, cameras, voice recorders, content management systems and various software. The use and application of these can be learned on the job.
- Creating metadata records and scanning materials for inclusion in a digital collection, including:
  - Proper scanning techniques, ethics and care for rare or historical materials, data accuracy and content management. These can be learned on the job.
- Performing research that aids in the development or discovery of DSI programs or products.
Creating and/or teaching workshops, courses, tutorials, or office hours sessions on DSI topics.
Meeting with DSI and Walker Library staff to coordinate work and project progress.
Tracking and reporting project progress.

Required Qualifications

• Comfort with basic computer skills
• Ability to learn technology quickly
• Communication skills, both written and oral
• Ability to work independently
• Be enrolled as a full-time graduate student at MTSU
• At time of application, possess a semester and cumulative grade point average (GPA) of 3.0, maintained throughout employment

Desired Skills

Familiarity with any one or more of the following is a bonus: teaching, historical research, publishing, or digital humanities.

Special Note and Inclusion Practices

GA’s receive instruction concerning the various facets of their position, opportunities for personal and professional development that are not available to the general student population, and practical work experience to support their efforts to gain full-time employment upon their graduation or departure from MTSU. This appointment is for the spring 2022 semester, and possible extension for the academic year 2022-2023.

The core principles of the DSI are listed on our website. A brief list is included here to emphasize our intention with equity, diversity, inclusion, and accessibility, not only for the projects we work on, but also for our hiring practices.

• We believe in the importance of diversity, equity, inclusion, and accessibility, and promote these values through our programs and policies.
• We welcome and give priority to projects that give voice to marginalized individuals and communities; and seek to create partnerships on campus and beyond to help shape the future of inclusive digital initiatives.

Department Description

Digital Scholarship Initiatives (DSI) is an extension of the mission of the Walker Library as an active partner in the scholarly communication process. Serving as a hub for collaboration among campus centers, faculty and students, the Digital Scholarship Initiatives and Lab creates and applies technologies that enhance digital initiatives. The products produced are often grant funded, interdisciplinary, and strengthen the scholarly output of MTSU and typically use digital methodologies (i.e. text analysis,
spatial analysis, digitization) and digital tools (i.e. GIS, Voyant, TimelineJS, OJS). DSI is also a digital publisher of dissertations, journals, books and other open educational resources.

Application Instructions

Due Monday October 18, 2021, for a GA position that starts January 2022.

To submit your completed application, please email the following items to digitalscholar@mtsu.edu.

- Graduate assistant application https://www.mtsu.edu/graduate/funding.php (click on Graduate Assistantships, then Student Application). Once completed online, save the PDF copy and include in your email submission, along with the following:
  - Resume
  - Contact information for 2 References (Name, Email, Relation to Applicant)
  - Summary of Interest (1 page or less) -- This is an opportunity to briefly share why you are interested in a GA position working on digital projects. It could include your experience or skills you have, skills you want to learn, or types of projects that interest you, etc. Pick any one thing or multiple, it is up to you). You may include this directly in the text of the email, or as an attachment (doc or pdf).

Interviews will take place on Zoom or in-person during the first week of November. Official offers will be made in November/December, pending approval from the College of Graduate Studies. Questions can be sent to digitalscholar@mtsu.edu.