Position Vacancy: Bi-weekly Graduate Student Position, Library of Architecture, Design and Construction, Auburn University Libraries

The appointment to this position will be one-half time (20 hrs. per week). The position shall be for a minimum duration of one academic year (9 months) with the possibility of renewal. The Library of Architecture, Design and Construction (LADC) is a branch of Auburn University Libraries that supports the research, study, and teaching needs of students, faculty, and staff at the College of Architecture, Design and Construction. The LADC is also a resource for professionals in related fields and for the community.

Duties and Responsibilities:
The primary responsibility of this position is to assist the LADC faculty, staff, and student employees in providing a wide variety of assistance and instructional services to patrons at the front desk. This includes providing circulation, reference, technology, and other information services as appropriate to patrons. Such services include, but are not limited to:

- Assisting library faculty and staff on assigned projects that support the research and instructional function of the LADC
- Instructing patrons in using the Libraries’ catalog and databases to locate and evaluate information that meets their needs
- Troubleshooting issues and instructing patrons in using the LADC’s equipment and software technology including large-format printers and scanners, Adobe Creative Cloud, and Autodesk
- Answering research, directional, and technology questions in-person and via telephone
- Keeping track of the number and nature of questions asked by patrons
- Responsibly opening and closing the library during assigned shifts according to the LADC’s hours of operation

Hours and Schedule:
The requirement of 20 hours per week includes a mix of daytime, evening, and weekend hours. Graduate students are also expected to work through academic breaks during open hours of the Libraries.

Qualifications:
REQUIRED: Applicants should be students who are currently enrolled in a graduate program of study at Auburn, with a strong academic background and excellent customer service and communication skills.

desired: Preference is given to applicants with strong research skills and working knowledge of technology, equipment, and applications frequently used in the LADC including large-format printers and scanners, Adobe Creative Cloud, and Autodesk.

Currently Annual Rate: Begins at $15/hour.


Applications and deadlines:
To apply, please send a cover letter, current resume, and names and addresses of three current references. The cover letter should also address the applicant’s availability according to the LADC’s hours of operation. Review begins March 30th and continues until the position is filled.

For additional information and to submit an application, contact: Kasia Leousis
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Auburn University Libraries
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