

Public Services Graduate Research Assistant Job Posting (Reference or Instruction)

Job Posting Title: Graduate Research Assistant (GRA) -- Reference or Instruction

Position Open To: Graduate students enrolled at the University of Texas at Austin

Salary: \$23,526.00 for 12-month period plus tuition assistance

Weekly Scheduled Hours: 20

Earliest Start Date: September 2022

Position duration: Terminates August 31 2024.

Location: The University of Texas at Austin (main campus)

Hiring department: Harry Ransom Center

About the Harry Ransom Center:

The Ransom Center is an internationally renowned humanities research library and museum at The University of Texas at Austin. Its extensive collections provide unique insight into the creative process of writers and artists, deepening our understanding and appreciation of literature, photography, film, art, and the performing arts. Visitors engage with the Center's collections through research and study, exhibitions, publications, and a rich variety of program offerings including readings, talks, symposia, and film screenings.

The Ransom Center encourages discovery, inspires creativity, and advances understanding of the humanities for a broad and diverse audience through the preservation and sharing of its extraordinary collections.

The Ransom Center welcomes and respects all individuals and communities by valuing and consciously maintaining awareness of diverse perspectives and experiences. We welcome applicants from under-represented groups and those who can demonstrate a commitment to inclusion.

Purpose: To work closely with the Public Services team by supporting remote and on-site patron research and teaching with collection materials. There are two tracks within this program--Instruction and Reference--applicants should indicate which track they are interested in applying to.

Description: This funded two-year position includes tuition assistance and trains graduate students in the public services work of a humanities research center and archive. In the first year of the program, GRAs are trained to support remote and on-site patron research and teaching with the collections. There are two tracks within this program--Instruction and Reference--applicants should indicate which track they are interested in applying to. GRAs in their second year undertake a longer project that aligns with their career goals and supports the broader needs of the HRC. The GRA supports the Public Services team in the four areas of essential functions below (reference OR teaching, collaboration with Ransom Center staff, and serves as a member of the Public Services team).

Essential Functions:

1. **Reference track** - Assist with remote patron reference and on-site reference support by providing access to the collections both virtually and during Public Services desk shifts and assist with securing digital images of collection materials for patrons who cannot research on site. Provide new patron orientation sessions and strive to provide access to the collections for a diverse community of patrons in ways that are inclusive,

collaborative, and based on current best practices within the field of Library and Information Sciences.

2. **Instruction track** - Teach with and interpret the Center's collections using pedagogical practices that are inclusive, engaged with current scholarship, culturally-responsive, and based on active learning strategies. Provide workshops and/or individual support for faculty and graduate students seeking to teach from the collections, develop content for individual classes, develop digital pedagogical content and assignments, and/or assist with the development of curriculum for an entire course. Support students new to research in the Reading and Viewing room.
3. Work with curatorial, technology, public engagement, and public affairs staff to provide access to the collections through reference and instructional services. Coordinate training and professional development sessions for the Ransom Center staff involved in Public Services.
4. Serve as a member of the public services staff, providing service in the HRC Reading and Viewing Room with occasional Saturday hours.

Marginal/Incidental Functions: Other related functions as assigned

Required Qualifications: Must be enrolled in 9 hours in the graduate school at the University of Texas at Austin.

Preferred Qualifications: Teaching or teaching assistant experience or experience working with the public. Demonstrated interest in and knowledge of archival, library, or museum work, through research, coursework, or work experience. Outstanding team orientation, flexibility, and ability to work both independently and collaboratively. Preference will be given to candidates who will be able to complete both years of the program.

Hours and Benefits: GRAs are required to work 20 hours per week between the hours of 7 a.m. and 7 p.m., Monday through Friday with occasional Saturday hours. GRAs are required to set a regular schedule each semester and work begins one week before the first day of class until the last class day. GRAs are not required to work during spring break or between semesters. The University of Texas pays premiums for GRAs' personal health insurance, term life insurance and accident insurance. The HRC coordinates with the Provost's office or with a GRA's department to secure tuition waivers and tuition reimbursement.

Working Conditions:

Exposure to standard office conditions, including use of a keyboard at a workstation, continuous sitting, and continuous viewing of screens. Independent work as well as collaborative team-based working conditions. The applicant selected for the position will be required to participate in a background check.

Equal Opportunity Employer:

The University of Texas at Austin, as an equal opportunity/affirmative action employer, complies with all applicable federal and state laws regarding nondiscrimination and affirmative action. The University is committed to a policy of equal opportunity for all persons and does not discriminate on the basis of race, color, national origin, age, marital status, sex, sexual orientation, gender identity, gender expression, disability, religion, or veteran status in employment, educational programs and activities, and admissions. If hired, you will be required to complete the federal Employment Eligibility Verification form, I-9. You will be required to

present acceptable, original documents to prove your identity and authorization to work in the United States. Information from the documents will be submitted to the federal E-Verify system for verification. Documents must be presented no later than the third day of employment. Failure to do so will result in dismissal. UT Austin is a Tobacco-free Campus.

Required Documents:

- A resume
- A letter of interest
- List of 3 references