

## Graduate Research Assistant Job Posting

**Job Posting Title:** Graduate Research Assistant (GRA) – Reference Services

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

**Salary:** \$23,526.00 for 12-month period plus 9 hours tuition assistance

**Weekly Scheduled Hours:** 20

**Earliest Start Date:** August 2025

**Position duration:** Terminates August 31, 2026 with possibility of renewal through 2027

**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 audience through the preservation and sharing of its extraordinary collections.

**Purpose:** To work closely with the Reference Services team within Research Services by supporting virtual and on-site patron research. May support the Instruction team by teaching with collection materials.

**Description:** This position includes full tuition assistance for 9 credit hours and trains graduate students in the public services work of a humanities research center and archive for one year, with the possibility of renewal, contingent on funding. In the first year of the program, GRAs are trained to support virtual and on-site patron research. In their second year, contingent on funding, GRAs undertake a longer project that aligns with their career goals and supports the broader needs of the HRC. The GRA supports the Research Services team in the three areas of essential functions below.

### Essential Functions:

1. Reference Services [3 possible openings in the 25-26 cohort] Assist with virtual patron reference and on-site reference support by facilitating access to the collections both virtually and during desk shifts. Provide digital images of collection materials for patrons who cannot research on-site. Provide new patron orientation sessions and strive to facilitate access to the collections for a broad community of patrons in ways that are welcoming, collaborative, and based on current best practices within the field of Library and Information Sciences.
2. Collaborate 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 Research Services.
3. Serve as a member of the Research Services staff, providing service in the HRC Reading Room with occasional Saturday hours that include one full Saturday shift or two half Saturday shifts scheduled per semester.

**Marginal/Incidental Functions:** Other related functions as assigned

**Required Qualifications:** Students must be enrolled full-time (9 hours in fall and spring semesters and 3 hours in the summer) 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.

**Hours and Benefits:** GRAs are required to work 20 hours per week between the hours of 8 a.m. and 5 p.m., Monday through Friday with occasional Saturday hours. GRAs are required to set a regular schedule each semester and attend a two-day orientation that will be scheduled the week before the first day of class. GRAs will work up until the last day of finals for the fall, spring, and summer semesters. 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

**Career Competencies Gained:**

- Communicate in a clear and organized manner so that others can effectively understand
- Make decisions and solve problems using sound, inclusive reasoning and judgment
- Act equitably with integrity and accountability to self, others, and the organization
- Manipulate information, construct ideas, and use technology to achieve strategic goals