

Digital Scholarship Center Graduate Assistant Position
Sojourner Truth Library

The Sojourner Truth Library is looking to hire a Graduate Assistant to support the Digital Scholarship Center (DSC).

The Digital Scholarship Center at SUNY New Paltz is an interdisciplinary, collaborative space where students, faculty, and staff answer new research questions using digital scholarship methods and digital tools.

The DSC Graduate Assistant will work with a team of students, librarians and faculty to support the DSC by staffing the computer lab, assisting patrons with digital scholarship projects, and supporting DSC programs and workshops.

Preferred Qualifications:

- Must have an interest in digital technologies and teaching.
- Must be curious, self-motivated, and able to work independently.
- Must be a “team player” and communicate effectively with a team of students and staff.
- Excellent oral and written communication skills.
- Ability to work select evenings and some weekends.

Desired, but not required:

- Familiarity with at least one area of technology, including but not limited to: graphic design, video and audio editing, GIS/mapping, podcasting, data analysis and visualization, communications and publishing platforms, digital photography and image editing.
- Experience working in an instructional environment.
- Strong customer service background.

Duties may include, but are not limited to:

- Opening and closing the DSC.
- Greeting patrons and assisting with technical questions.
- Managing web pages and calendars.
- Communicating with faculty and staff.
- Supporting workshops and events.
- Developing instructional materials and assisting with instruction.

Educational benefits of the position:

- Hands-on training with a variety of digital scholarship tools via a GA training program.
- Building a working understanding of digital scholarship in higher education.
- Creating instructional tools and providing in person instruction.
- Ability to assist people through technical questions patiently. Includes assisting with the sound booth.
- Organizing and maintaining the computer lab.
- Working professionally with peers, faculty, staff and administration.

Compensation: This position is 20 hours/week. GA's will receive 6 credits and a modest stipend.

To apply, please submit a cover letter, resume, and one professional reference to Jennifer Rutner, Senior Assistant Librarian, DSC Coordinator via rutnerj@newpaltz.edu