Graduate Assistantship
Center for Children’s Books
School of Information Sciences
University of Illinois at Urbana-Champaign

Position Available:
.5 FTE (20 hours a week) combined Pre-professional Graduate Assistant/ Graduate Assistant Position is available from 1 January 2021 – 15 May 2021, with a possibility of continuation during the subsequent school year. (Graduate hourly funds may also be available for part of Summer 2021)

Duties:
Two Graduate Assistant (GA) jointly manage the daily operations of the Center for Children’s Books’ 20,000-volume non-circulating library and support the research activities of the Center’s director and affiliates. Specific duties include providing research support for the CCB director on assigned projects; managing the Center’s calendar of events; processing book acquisitions and withdrawals; cataloguing; coordinating the work of library volunteers; and running the Center’s annual book sale. In addition to working with the CCB director, the GAs collaborate with the University Library system and the Bulletin of the Center for Children’s Books staff. Note: during the pandemic, it is anticipated that work will be almost entirely remote and will therefore not involve the physical handling of CCB books.

Qualifications:

**Required:** Enrollment in the LIS degree program in the School of Information Sciences with a focus on Youth Services. Additionally: strong organizational skills and attention to detail; excellent written and oral communication; research background in the humanities or social sciences; technology competence; flexibility and creativity.

**Desirable:** Experience creating digital exhibits for libraries or museums; web design skills; and knowledge of contemporary and historical children’s literature.

**Application procedure:** Send a cover letter specifying interest in the CCB position, a CV/resume, a writing sample (e.g., course assignment) of 10 or fewer pages, and a list of three professional or academic references with contact information to Professor Sara L. Schwebel, Director of the Center for Children’s Books, via email: sls09@illinois.edu

**Deadline:** November 1, 2020