

**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