

Graduate Assistantship Available for 2024-2025

CWU Libraries
Central Washington University
Ellensburg, Washington

Graduate students are invited to apply for graduate assistantships with CWU Libraries. Assistantships allow individuals to study in any of CWU's more than thirty graduate programs while gaining valuable professional experience in an academic library. Candidates must apply to the graduate school and be accepted into a program prior to being accepted as a library graduate assistant. Students with work study encouraged to apply.

Job Description:

Graduate assistants will have the opportunity to gain hands-on experience in a variety of projects. Duties will be conducted in any of the libraries' units, including: Research and Instruction; Archives and Special Collections; Collection Development and Cataloging; Technology Services, Outreach, and Access Services. Graduate Assistants work about 20 hours per week throughout the academic year (200 hours each quarter).

Responsibilities include:

- Provide information services at the Brooks Library public service desk (50%)
- Assist with administrative tasks and stacks management (10%)
- Assist with information literacy instruction and develop, revise, or update library materials as directed, work on library programs and workshops when needed (10%)
- Assist with grading in Library and Information Science (LIS) courses (10%)
- Assist technology services with library hardware and event support (10%)
- Assist with various library projects (10%)

Note: Percentages of project work are subject to change.

Graduate Assistantship Benefits:

Graduate assistantships are for one academic year, but may be continued dependent on funding for positions for an additional year. Benefits per academic year include a salary (\$14,000), medical insurance coverage, and payment of the Student Medical and Counseling Clinic and Wellness fees. This graduate assistantship does not include a tuition waiver. Please contact the School of Graduate Studies and Research for further information regarding contract benefits.

Applying to this position:

- CWU Libraries invites applications from students accepted to a CWU graduate program.
- Applications should include: CV or resume, cover letter, and contact information for 3 references.
- Email application materials to Allison Douglas (allison.douglas@cwu.edu) by April 15th at 5:00pm.

University Overview:

Central Washington University is one of six state-assisted, four-year institutions of higher education in Washington. A regional comprehensive university, CWU offers baccalaureate and graduate degrees. Throughout its history, the university has distinguished itself in many ways,

most notably through quality teaching and academic programs, student-centered orientation, and a commitment to research, outreach, international experiences for faculty and students, and provision of life-long learning opportunities to the citizens of Washington. The university is composed of the College of Arts and Humanities, College of the Sciences, College of Education and Professional Studies, and College of Business. CWU's faculty, numbering more than 500, compiles an impressive record of teaching, scholarship, and service. The main campus is in Ellensburg, a community of over 18,000 that enjoys one of the finest living environments in the Pacific Northwest. In the shadow of the Cascade Mountains and a short distance from the Wenatchee National Forest, Ellensburg is in the Kittitas valley, 110 miles east of Seattle, the cultural center of Washington State. Further information about the university is available at www.cwu.edu. For more information about Ellensburg, see <http://kittitascountychamber.com/>

Central Washington University: <http://www.cwu.edu/>

CWU Libraries: <http://www.lib.cwu.edu/>

Application forms at the Office of Graduate Studies and Research:

<https://www.cwu.edu/academics/colleges/graduate-studies-research/student-resources-and-general-faqs/index.php>

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