Position
The Graduate Assistant will support the Government Documents Department of Henderson Library with marketing and communication of resources and events. A successful Graduate Assistant in this area will: be committed to thriving in a team environment, communicate effectively in both verbal and written forms, and positively represent and support the mission of Georgia Southern University, Zach S. Henderson Library, and the Government Documents Department. Graduate Assistants in this department will assist the Government Information Librarian and the Library Technical Assistant with providing and promoting free, permanent, public access to government information.

Responsibilities
The responsibilities of this position will include original research, marketing and promotion of resources and promotion of events. This position will complete projects that involve initial planning, production, writing/editing, graphic design, and print production, based on assigned project goals. After training, the Graduate Assistant will also have a sound working knowledge of a federal depository library collection and will know how to process materials.

Henderson Library provides resources that meet the education and research needs of the university community through databases, books, and media with the guidance of Research Librarians. The Graduate Assistant will produce marketing and design materials that will help to educate the university community about these resources, serving to enrich freedom of information and creative expression.

Minimum Requirements
Admission into a degree-seeking graduate program at Georgia Southern University. Excellent verbal/written communication skills. Motivation, enthusiasm and strong attention to detail. Professionalism, self-starter, organized and great at multitasking. Flexible, dependable, ability to work in a team environment on multiple projects. Proficiency in Adobe Creative Suite, and/or other additional design software on a Mac system. Proficiency in MS Office, Canva, or other design software, APA style citations, and research methods using library databases.

Preferred Qualifications
Bachelor’s degree in graphic design, marketing, political science, communications, or related field. Web design skills with a working knowledge of digital photography and video production.

To Apply
Send email to Michelle Babot at mdillow@georgiasouthern.edu with subject line Graduate Assistantship application/Marketing & Design.