

THE UNIVERSITY OF IOWA LIBRARIES
IOWA CITY, IOWA

Position Vacancy

GRADUATE ASSISTANT
Information Commons Training and Systems Assistant
Hardin Library for the Health Sciences

Background: The Hardin Library Information Commons is a state of the art educational technology facility, featuring multimedia development workstations, hands-on computer classrooms, a group study, audiovisual materials and computer labs. The Information Commons also supports web development projects in the health sciences such as Iowa Public Health Information and Go Local Iowa. For more information, please visit <http://www.lib.uiowa.edu/hardin/> and <http://www.lib.uiowa.edu/commons/>.

Position description: Reporting to the Assistant Director, Technology and Outreach, the Training and Systems Assistant supports the activities and services of the Information Commons. The Assistant provides on-demand technology support for instructors, students and other users of computer labs, classrooms and multimedia workstations; designs and teaches staff development sessions for Information Commons desk workers; creates and maintains equipment and software documentation; and assists the Technology Support Specialist with systems administration tasks.

The Training and Systems Assistant is required to work between the hours of 8:00 am and 5:00 pm, two days per week and four additional hours as assigned. Some weekend and evening hours occasionally required.

Qualifications: Experience designing and providing technology training; significant experience with a broad range of digital information technologies and computer applications; facility in written and verbal communications; ability to organize personal time, manage projects, and work effectively in a team environment.

Application Procedures: Applications received by August 24, 2007 will receive first consideration. Open until filled. Qualified individuals should submit a letter of application, resume, and the names, addresses, and telephone numbers of three references to Chris Shaffer, chris-shaffer@uiowa.edu.

Salary and Appointment: This will be a 1 year, fiscal appointment (July 1, 2007, to June 30, 2008), 50% time (20 hours/week) at the Graduate Research Assistant level. Salary is negotiated by COGS and the University of Iowa, and the current full fiscal year stipend is \$19,894. In addition to salary, fees will be waived; students will receive in state tuition and a benefit of up to \$3,924 toward tuition for the 2007-08 academic year, or \$1,962 per semester, based on a 9 semester hour registration.

The terms and conditions of employment in this position, including but not limited to wages and benefits, are governed by a collective bargaining agreement between the Board of Regents, State of Iowa and UE Local 896/COGS, the union representing graduate teaching and research assistants at the University of Iowa. Copies of this collective bargaining agreement may be viewed from the University web site: http://www.uiowa.edu/hr/relations/Cogs/COGS07-09_tentative.pdf or from the Union web site: <http://www.cogs.org>.

**THE UNIVERSITY OF IOWA IS AN EQUAL OPPORTUNITY/AFFIRMATIVE ACTION EMPLOYER.
WOMEN AND MINORITIES ARE ENCOURAGED TO APPLY.**

For more information about the Hardin Library for the Health Sciences, please visit our website
<http://www.lib.uiowa.edu/hardin>

For more information about the University of Iowa Libraries, please visit our website
<http://www.lib.uiowa.edu>