**Graduate Student Assistant**

**Scott Nygren Scholars Studio**

**212 Library West**

**Assistant Coordinator, Scott Nygren Scholars Studio (Library West 212)**

**Pay Rate:** $12/hour

**Number of students needed:** 1

**Hours:** Monday-Friday between 8am-5pm, for up to 10 hours per week (total of 99 hours)

**Job Duties:**

For this grant-funded position, the graduate student assistant will participate in the Digital Humanities Library Group’s Developing Librarian Pilot Training Program[[1]](#footnote-1) to receive the same training as other participants. The Developing Librarian Pilot Training Program includes both skills training and a collaborative project using the Grimm Digital Collection from the Baldwin Library of Historical Children’s Literature. The graduate student assistant will participate in trainings and collaborate with the full group on the digital project.

Additionally, the graduate student assistant will serve as the Assistant Coordinator for the Scott Nygren Scholars Studio with duties which are not limited to and may include:

* Working on the Grimm project
* Supporting open lab hours with consultation
* Helping coordinate and facilitate events, workshops, and activities
* Creating and maintaining Studio web pages, documentation, and promotional materials
* Planning and teaching workshops; liaising for the development of new workshops and training sessions by graduate students
* Coordinating, facilitating, and leading collaborative project sessions on the Grimm project and others if/as determined by the Digital Humanities Library Group
* Assisting with instruction sessions, short courses, and courses
* Serving as a collaborative member of the library team in developing and implementing supports for courses for digital humanities/scholarship needs
* Serving as a collaborative member of the library team in developing plans and proposals for the ongoing staffing, operations, and activities of the Studio

**About the Scott Nygren Scholars Studio:**

The Scott Nygren Scholars Studio is a new space in the UF Smathers Libraries, with ongoing development plans underway, and with an official opening to be planned for 2014-2015. The Studio is a BYOD (bring your own device) space with rolling tables for flexible room layouts to support collaboration, training, presentation, and consultation on digital scholarship, digital humanities, and digital pedagogy. The Studio is hosted space in Library West with events and activities approved, scheduled, and managed by the Libraries, and with upcoming activities and workshops posted to the calendar.

**Minimum Requirements:** Knowledge about and interest in digital scholarship; a good attitude and professional demeanor; and willingness to work independently and collaboratively. Candidates must be graduate students and will be selected from those recommended through the Department of English and Department of History.

* Excellent organizational and time management skills
* Must be reliable and punctual
* Flexible, adaptable, and comfortable with experimentation and self-directed learning
* Ability and willingness to learn new skills
* Ability and enthusiasm for working collaboratively
* Excellent oral communication and writing skills
* Familiarity working with website and social media tools

**Contacts for Hiring:**

Candidates must be graduate students and will be selected from those recommended through the Department of English and Department of History. Representatives of the DHLG will interview and hire students, in accordance with all requirements and concerns for UF hiring. Core contacts for the DHLG for this position are: Laurie Taylor ([laurien@ufl.edu](mailto:laurien@ufl.edu)), Missy Clapp ([melshoo@uflib.ufl.edu](mailto:melshoo@uflib.ufl.edu)), and Suzan Alteri ([salteri@ufl.edu](mailto:salteri@ufl.edu)).

1. <http://ufdc.ufl.edu/AA00022054/00005> [↑](#footnote-ref-1)