



## POSITION DESCRIPTORS

**POSITION TITLE:** Academic Liaison Program Graduate Student Employee  
**DEPARTMENT:** Student Learning & Engagement  
**UNIT:** Academic Liaison Group (ALG), cross-departmental  
**WORK SITE:** Main Library  
**LEVEL:** Advanced Level II  
**FLSA TYPE:** Non-exempt  
**JOB CATEGORY:** Temporary Part-time, .25 FTE  
**REPORTS TO:** ALG Lead

## POSITION SUMMARY

The University of Arizona Libraries seeks a graduate student to work up to 10 hours/week to support the work of the Academic Liaison Group (ALG, library-wide) and the Student Learning & Engagement (SLE) Department. ALG is a faculty-led group within the library that seeks to support and professionally develop liaison librarians as they transition the library's model of service for campus. ALG is cross-departmental (includes SLE, Research Engagement, and Health Sciences Library departments) and is organized by macrodisciplinary cohorts: humanities, social sciences, STEM, and health sciences.

Working closely with ALG as well as with a variety of stakeholders in the library, the graduate student will help organize information and facilitate project management for the ALG pilot program. This position is flexible to be virtual or hybrid, as all ALG meetings are over Zoom and much of the work will be focused online: we open the position to students who are *and* are not physically local, and those who require accommodations.

The student will be positioned primarily as support for ALG, and may also work with other members of the SLE Department on various tasks and projects as needed. This could include tours, outreach events, and other in-person support if hybrid; or online outreach, reference, and/or instruction support if virtual only. Visit the UA Libraries [student job opportunities](#) page to learn more about us.

### Diversity Commitment:

At the University of Arizona, we value our inclusive climate because we know that diversity in experiences and perspectives is vital to advancing innovation, critical thinking, solving complex problems, and creating an inclusive academic community. As an Hispanic-serving institution, we translate these values into action by seeking individuals who have experience and expertise working with diverse students, colleagues, and constituencies. Because we seek a workforce with a wide range

of perspectives and experiences, we provide equal employment opportunities to applicants and employees without regard to race, color, religion, sex, national origin, age, disability, veteran status, sexual orientation, gender identity, or genetic information. As an Employer of National Service, we also welcome alumni of AmeriCorps, Peace Corps, and other national service programs and others who will help us advance our Inclusive Excellence initiative aimed at creating a university that values student, staff and faculty engagement in addressing issues of diversity and inclusiveness.

### **CHARACTERISTIC DUTIES**

- Take and organize minutes from monthly ALG meetings (requires access to Zoom and availability Wednesday afternoons)
- Maintain documentation for ALG policies and workflows
- Learn about and provide additional support for various ALG needs, e.g., co-teach instruction requests, assist with aspects of disciplinary reference support, assistance with systematic reviews where needed by liaisons
- Develop annotated bibliographies and/or quick start guides on emerging topics of interest for the benefit of ALG, e.g., general workings of liaison programs, disciplinary methodologies and differentiations, best practices for disciplinary needs, UDL and accessibility considerations for the program
- Update and maintain subject guides under the direction of ALG Lead and disciplinary cohorts
- Other duties, as assigned

### **KNOWLEDGE, SKILLS, & ABILITIES**

- Duties are performed under general direction and minimal supervision.
- Duties are varied and may require independent problem-solving and specialized knowledge of a discipline, mechanical, or technical abilities.
- Ability to carry out responsibilities and assignments independently including problem solving
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to work in a highly collaborative and inclusive environment, one that values and leverages the benefits of diverse perspectives.
- Ability to be detail and deadline-oriented
- Strong organizational skills
- Ability to work effectively in a fast-paced, team environment
- Interest in any of the following within academic libraries: instruction, reference, research support
- Commitment to engaging with, and fostering continuous learning in equity, diversity, and inclusivity in academic library services
- Basic understanding of academic library liaison programs, their purpose and how they work
- Strong ability to communicate effectively with project members
- Ability to resolve conflicts independently and creative problem-solving capabilities

- Positive attitude (*though critical perspectives are welcomed and encouraged*) and strong demonstration of Our Values: Collaboration, Continuous Learning, Diversity, Innovation, and Integrity.

### **MINIMUM QUALIFICATIONS**

- Current UA graduate student enrolled in a minimum of 6 units of graduate credit preferably in a program in information sciences, social sciences, education or the humanities
- Experience using library resources and conducting research
- Experience with organizational technology including Zoom, Box, MS Word, Google Drive, email + calendar
- Must be able to work .25 FTE (10 hours per week)
- Not working as a Graduate Assistant

### **PREFERRED QUALIFICATIONS**

- Experience creating or maintaining training materials or guidebooks
- Experience with general research to develop annotated bibliographies or guides
- Experience with a specific discipline(s) and related research norms