

# **Collection Management Division**

## **Collection Assessment Department Graduate Services Assistant**

Number of positions available: 1

### **About the Program**

The UNT Libraries offer full-time graduate students professional experience through their Graduate Services Assistantships and Research Assistantships (<https://www.library.unt.edu/jobs/gla-gra>). These positions provide tuition benefit program hours and are benefits eligible during the fall/spring semester, but summer positions are paid hourly with limited benefits eligibility. For grant-funded assistantships, benefits vary according to the grant. See full details here. (<https://www.library.unt.edu/jobs/gla-gra>)

### **Department Overview**

The Collection Assessment Department gathers, organizes, and analyzes data from a variety of sources about the UNT Libraries collections. The department uses the information generated to evaluate the collections at both the resource level and the collection level. This knowledge is used to help make decisions on resource selection and management, to identify topics and formats for enhancement and development, and to help determine the impact of the UNT Libraries' collections on student and faculty outcomes.

### **Position Description**

UNT graduate students in any data analytics program are invited to apply for a graduate services assistantship (GSA) in the UNT Library's Collection Assessment Department. The GSA will be working an average of 20 hours per week at the UNT Library Annex. This GSA position will assist the Collection Assessment Department with analyses for routine reports and ad hoc requests. The position reports to Karen Harker, Head of the Collection Assessment Department.

### **Position Responsibilities**

- Prepare statistical reports using Excel, SQL Server, and Power BI
- Data manipulation or "wrangling"
- Assist in conducting analyses of subject-based collections
- Assist in conducting in-person surveys around campus
- Other duties as appropriate and feasible

### **Hours and Location**

The position is part-time at 20 hours per week. The Annex building is open 7:30 a.m. – 5:30 p.m. Monday through Friday. Hours are flexible can be arranged around the GSA's course schedule within the hours the Annex is open. The job may involve work in a number of different specific campus locations with primary duties being at the Library Annex on Precision Drive.

### **Duration**

Fall 2025-Spring 2026. Dependent upon funding summer employment may also be available.

### **Minimum Qualifications**

You must be a full-time graduate student. You should also possess these qualifications:

- Available to work 20 hours per week

- Some experience with any spreadsheet or data tool
- Attention to detail
- A passion for working with data, particularly to support decision making
- Strong critical thinking and analytical skills
- Excellent written and verbal communication skills
- Demonstrated ability to work without direct supervision
- Ability to work outside for 3-4 hours at a time conducting in-person surveys

## Preferred Qualifications

- Enrolled in any of the College of Information's Information Science programs (MS-IS, MS-LS, MS-DS, or II PhD), the MS Advanced Data Analytics program (Toulouse Graduate School), or any other data science or analytics program.
- Previous experience working in a library.
- Experience in at least one of the following: statistical analysis, programming for analytics (e.g., Python, R, etc.) , analytics software (e.g., SAS, RapidMiner, SPSS, etc.).
- Experience in developing and analyzing charts, graphs, and other visualizations of data (Power BI a plus).
- Experience using project management tools of any kind.

## Pay Rate

Pay rate will depend on student's progression in their graduate program.

## Contact for More Information

Karen Harker

[Karen.Harker@unt.edu](mailto:Karen.Harker@unt.edu)

## Application Process for Graduate Assistantships

To participate in the Libraries' graduate assistant program, you must be a full-time graduate student.

### Requirements

First, apply to the Libraries' graduate assistant program by providing the following documents.

- **Your resume**
- **[Unofficial UNT Transcript](#)**
- **A list of 2-3 references from former educators or supervisors, which includes contact name, phone number, and email address.**
  - **These need not be from University of North Texas.**
  - **We need contact information only.**
- **Cover letter**
- Please review this interactive chart called, *What Degrees Pay?* on Tableau Public: <https://public.tableau.com/profile/mbettersworth#!/vizhome/WhatDegreesPay/WhatDegreesPay> - Use the chart's interactive features to answer the following question: Describe the comparison of the **average earnings** and **percent found working** of those who graduated with a bachelor's degree from UNT and from UT Arlington in 2011. **What do you think could explain the difference or similarities?**
  - Compose your response in a Word document with this file name: **GSA\_Response\_(your name).docx**
  - Attach the document with your application materials.

Applications and all supporting documents should be submitted to [Lib\\_Grad@unt.edu](mailto:Lib_Grad@unt.edu).