

Special Libraries Division

Music Library-Public Services 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 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 Music Library supports the scholarly and performance research needs of the College of Music by collecting and preserving monographs, reference works, periodicals, printed music and sound recording formats, as well as subscribing to electronic databases for research and streaming music. Special collections are a particular strength of the Music Library's holdings, emphasizing the many genres classified under Western art music and jazz, but also popular music and various sub-genres. Eleven full-time staff and around 30 student assistants also provide reference and access services, ensuring that the College of Music and all outside researchers are able to locate and access music materials.

Position Description

The GSA for Music Public Services provides key support for the provision of instruction, outreach, circulation, and binding for Music Library patrons. The position's duties are split between instruction/outreach (50%), circulation (25%), and processing (25%).

With the application of information literacy and pedagogical practices, the person in this role develops asynchronous learning objects, such as videos and LibWizard tutorials, by storyboarding lessons and creating learning outcomes. They fulfill important roles in assessment through assisting with needs analysis for College of Music faculty and students while also tracking assessment of outreach efforts. They manage day-to-day reserves and assist with training non-desk student assistants to cover the desk as needed. And they oversee the monthly shipments of books and scores to Wert, the Libraries' external bindery.

Position Responsibilities

Instruction and Outreach

- Assist with designing instruction for information literacy with defined learning outcomes
- Content authoring in LibWizard and learning management systems to create instructional modules on music research skills literacy topics
- Assist in conducting a needs analysis of College of Music faculty and students
- Coordinate and participate in outreach activities, such as tabling and events
- Track and evaluate outreach and instruction effectiveness through assessment tools and data collection
- Assist with upkeep of Music Library research guides and instructional videos
- Maintaining documentation and authoring training documents

Circulation

- Provide support for daily circulation operations, including course reserves processing and management

- Provide training for off-desk student assistants to work at the Music Service Desk

Processing

- Assist with coordinating music featured displays related to the music general collection
- Assist with maintenance of the unbound journals and periodicals, ensuring that the most recent titles are on display
- Assist with coordinating and processing unbound journals and periodicals for external binding
- Assist with additional projects as assigned

Hours and Location

20 hours per week; Willis Library

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:

- Undergraduate or advanced degree with music major or minor, either complete or well underway, or substantial history of formal study of music
- Familiarity with music research tools, resources, and processes
- Basic knowledge of library resources
- Knowledge of word-processing and attention to formatting details
- Ability to manage workflows and is comfortable working with a significant amount of independence

Preferred Qualifications

- Advanced coursework in music research, preferably music history
- Coursework in instructional design or learning technologies
- Previous library experience, preferably in music
- Experience with instructional design strategies and assessment
- Experience with creating videos using video editing software
- Experience conducting needs analyses and/or user experience testing

Pay Rate

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

Contact for More Information

Kristin Wolski

Music Information and Outreach Librarian

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Application Process for Graduate Assistantships

To participate in the Libraries' graduate assistant program, you must be a full-time graduate student. We welcome a variety of majors into the program, but some jobs may require specific subject specialties. See individual position descriptions for additional required qualifications or training. You may apply for as many positions as you wish.

Requirements

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

- Your resume
- [Unofficial UNT Transcript](#)
- A list of three professional references, which includes contact name, phone number, and email address
- Cover letter

Applications and all supporting documents should be submitted to Lib_Grad@unt.edu.