

Undergraduate Engagement & Research: Graduate Library Student for Practicum for Programming and Outreach

About the Program

The UNT Libraries offers a practicum for a graduate student for professional programming and outreach experience by working with the librarians in the Undergraduate Engagement & Research Department.

Position Description

The practicum student will work closely with the librarians in the Undergraduate Engagement & Research Department on their programming and outreach activities, which could include (depending on the semester), but are not limited to, National Library Week, Banned Books Week, finals week activities, tabling at events, or book displays. The student will also execute administrative responsibilities as they relate to these events. The semester will culminate in the student proposing their own programming or outreach activity, which will include a budget, audience, intended outcomes, and assessment strategies.

We provide a comprehensive training opportunity to prepare the student for programming and outreach in libraries with the following learning outcomes. During the practicum, the student will:

- Utilize program or outreach best practices by proposing a program or outreach activity to the department head
- Articulate money management for a program or outreach activity by creating a budget
- Identify outcomes for a program or outreach activity through collaboration with department librarians
- Formulate an assessment strategy for a program or outreach activity through collaboration with department librarians

Position Responsibilities

- Attending planning meetings and providing input
- Requesting and putting together materials for events
- Setting up, attending, and providing support for events
- Entering attendance statistics in LibAnswers
- Editing topical LibGuides
- Writing brief assessment reports

Hours and Location

The working schedule is negotiable, based on practicum requirements, and must take place between Monday and Thursday.

Duration

Fall 2025

Minimum Qualifications

You must be enrolled in your practicum and have prior relevant experience. You should also possess these qualifications:

- You must be a master's student in Library and Information Sciences
- Prior relevant experience in a customer service position
- Strong commitment to public service
- Effective interpersonal and communication skills
- General experience with computers and various software products
- Willingness to acquire new skills in a rapidly changing environment

Preferred Qualifications

- 6 months of library experience (includes volunteer work)
- Demonstrated interest in library programming and outreach
- Demonstrated project management experience, including the ability to prioritize, set goals, and meet deadlines
- Sincere enthusiasm for community building and engagement

Contact for More Information

This position is under the supervision of the Undergraduate Engagement & Research Department Head. Applicants that apply by July 15, 2025, will be considered first.

If interested, please send your CV or resume and cover letter addressing your interest and qualifications for the position to Julie Leuzinger Julie.Leuzinger@unt.edu.