

# Special Libraries Division: Media Library Graduate Research 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 Media Library contains the UNT Libraries' non-print, audiovisual, tabletop games, and video games collections. The mission of the UNT Media Library is to support the instructional and research needs of UNT faculty, staff, and students by collecting, maintaining, and providing access to media materials that represent all academic disciplines and all genres of film.

## Position Description

The Statistics and Data Analytics Graduate Research Assistant will assist the Media Library Head and the Media Library Services and Collections Specialist in collecting and interpreting statistics to inform decision making in services and research support. The GRA will utilize software (Power BI, Microsoft Excel, Sierra, etc.) to track and analyze statistics related to services in circulation, reference, and instruction. They will create monthly reports and lead meetings to explain their findings.

### Tasks include but are not limited to:

#### Data Collection & Management:

- Organize, clean, and prepare data for analysis
- Maintain secure storage of project materials and datasets

#### Data Analysis & Reporting:

- Assist with preliminary quantitative and qualitative analysis
- Create visualizations (tables, charts, graphs) for reports and presentations
- Draft sections of progress reports and summaries for Media staff and faculty review
- Assist in final project deliverables for library stakeholders

## Hours and Location

Hours: 20 hours per week

Schedules are flexible and agreed upon mutually between the employee and supervisor.

The Media Library is located on the second floor of Willis Library.

## Duration

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:

- Experience creating reports, dashboards, or data visualizations for decision-making
- Familiarity with tools such as Excel, SQL, R, or Python
- Familiarity with advanced analytics tools (Power Bi, Tableau, etc.)
- Strong communication skills to simplify complex findings for non-technical stakeholders

## Preferred Qualifications

- Experience working collaboratively
- Familiarity with data privacy regulations and compliance practices

## Pay Rate

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

## Contact for More Information

Janet Martillo

Services & Collections Specialist- Media Library

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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.

### Requirements

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

- **A current resume**
- **A cover letter**
- **[Unofficial UNT Transcript](#)**
- **A list of two to three professional references, which includes contact name, phone number, and email address**

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

**You must send ALL the above to be considered for the position.** Applications not adhering to these guidelines and expectations will not be reviewed. If you are selected for an interview, you will be contacted by email.