

Technical Assistant for Graduate Student Workshops

The Office of Graduate Student Affairs is offering the Brandeis graduate student post of Technical Assistant for Graduate Student Workshops in collaboration with Library & Technology Services for 2015-2016.

The primary job duties include assisting librarians in teaching and leading workshops and helping other graduate students learn EndNote, Zotero, and other citation management software. This job includes weekday evening hours and has a flexible, variable schedule. It requires an average of 10 hours a week and may require more hours at the beginning of the semester than at the end, with no more than 15 hours a week total. Ideal start date is August 17, 2015.

Duties:

- Assist librarians during EndNote and Zotero citation management software training and other graduate workshops (includes evening hours after 5 p.m.)
- Help troubleshoot computer problems as they arise in the workshops
- Help with set-up of room or equipment as the need arises and put equipment away, may require lifting of objects
- Lead or co-lead some beginner-level EndNote and Zotero workshops
- Meet with students one-to-one to help with EndNote, Zotero and other citation questions
- Assist with other workshops and library programs, such as graduate student orientation

Requirements:

- Proficiency in Thomson Reuters EndNote software, including knowledge of how to import, edit, and organize references and how to use the MS Word Cite While You Write plug-in to generate bibliographies and reference lists
- Knowledge of or willingness to learn Zotero citation management software
- General computer troubleshooting on both PC and Mac platforms for specific applications (primarily EndNote, Zotero and Microsoft Word, but may include others)
- Knowledge of library applications (academic databases, library catalog, etc.) useful to graduate students
- Teaching and presentation skills to run a workshop if librarian is not available
- Patience with inexperienced users
- Good communication skills, including the ability to communicate with non-native English speakers
- Proficiency in at least one of the most commonly-used citation styles (MLA, APA, or Chicago) and familiarity with the others

Brandeis University is an affirmative action/equal opportunity employer and encourages minorities, women, disabled individuals, and eligible veterans to apply. It is the policy of the University not to discriminate against any applicant or employee on the basis of race, ancestry, color, religion, sex, sexual orientation, gender identity, age, genetic information, national origin, disability, veteran status, or on the basis of any other legally protected category.

Interested applicants should send a resume, cover letter, and contact information for two references by July 1, 2015 to Gina Bastone, Academic Outreach Librarian for the Social Sciences: gbastone@brandeis.edu