

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 2024-Spring 2025. 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
- Substantial experience with any spreadsheet, data cleaning, or database management tool

- Attention to detail
- 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, analytics software (e.g., SAS, RapidMiner, SPSS, etc.).
- Experience in developing and analyzing charts, graphs, and other visualizations of data, specifically Power BI.
- 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

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**

Second, please complete these tasks and submit a report with your application that includes a link to a Power BI or Tableau dashboard.

- 1) Download data ([ALS Data.xlsx](#) – Note: must be logged in to OneDrive with your UNT username and password).
- 2) Familiarize yourself with the data.
- 3) Create a dashboard in Power BI ([available as a student](#)) or Tableau ([Tableau Public](#)) that helps answer **one and only one** of these questions (3a **or** 3b):

- a) How does the University of North Texas compare with each of the 4 sets of peers (see Peers worksheet in the Excel file) on each of these factors:
 - i) Total Library Expenditure per FTE
 - ii) Collections Expenditures per FTE
 - iii) Total Professional Staff per FTE
 - b) What is the relationship between the library factors (highlighted in yellow) and the university student outcomes (highlighted in orange)? Where does the University of North Texas appear in these factors and outcomes?
- 4) Provide a brief summary (no more than 300 words as a text document, presentation, or other mode of written communication) of your impressions of the results of your analysis that you completed in Step 3. Please be sure your report addresses analytical questions, including but not limited to:
- a) What do the results mean?
 - b) How do the values of the factors you analyzed compare across groups?
 - c) What could possibly explain important differences?

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