Student Assistant
Agricultural Communications Documentation Center
University of Illinois at Urbana-Champaign

The Agricultural Communications Documentation Center seeks a 6-8 hours/week student assistant, effective October 2018 through May 10, 2019.

The Center contains one of the largest existing collections of literature about agricultural communications, internationally. Over 43,000 documents involve communications in more than 200 countries. The center operates as a collaborative effort of the Funk ACES Library and the UI College of Agricultural, Consumer and Environmental Sciences. It collects materials and provides a variety of information services. For details, see the web site: http://www.library.illinois.edu/funkaces/acdc

The student assistant will work as part of a team under the head of the Funk ACES Library and agricultural communications staff. The student assistant must schedule their hours between 8:30 a.m. and 4:00 p.m., Tuesday through Friday as this is when the Center will be open.

Duties includes:

- Identifying and processing documents to add to the Center’s collection of agricultural communications grey literature
- Utilizing our online database system BibLeaves, including cataloging documents
- Other duties may include: creating search tutorials, promotional materials, and LibGuides, writing newsletter features, and other projects as assigned

Requirements: Knowledge of Microsoft Office. Working with databases and electronic information systems. Good oral and written communication and problem-solving skills are a must. Familiarity with communications, agriculture, food, and related topics would be helpful, but not necessary.

Submit a current resume and three references to Sarah Williams, Head of Funk ACES Library, at scwillms@illinois.edu.