

**Miami University
Library Communications
Graduate Assistant Job Description**

Position Concept/Responsibilities:

The primary role of the graduate assistant in Library Communications is to help the department achieve its goal of promoting the Miami University Libraries, which includes the Miami University and Western College archives, to the entire Miami Community, potential and current library donors, and other university libraries through the design, production, and distribution of materials that facilitate such ends. These promotional materials chiefly concern the semi-annual library newsletter, the *Illuminant*, and the annual report, but also include library guides, in-library signage, and library event promotion materials, such as posters, flyers, and invitations. Other duties include taking pictures at library events, ensuring that conference materials are up-to-date and in good shape, and maintaining accurate and thorough files.

Requirements:

Personality traits inherent to success at the position are self-motivation and organization, the ability to balance many working pieces for timely delivery of materials, and a disposition that enables good working relationships with a broad range of people within the library system and throughout the university.