

Government Information Intern

(Position Description and Application Instructions)

Title: RIS Government Information Intern

Department: UWM Libraries Public Services Division, Research & Instructional Support Department, Government Information Unit

The RIS Government Information Intern is a graduate student member of the Research & Instructional Support Department (RIS) and the Government Information Unit. The position serves under the primary supervision of the Reference & Government Information Collections Librarian and the general supervision of the Head of the Department.

Responsibilities Include

(60%) Government Information Unit

- Assist in the maintenance of the depository shelf list by cataloging and checking in paper and microformat government information materials using OCLC and the Voyager catalog. Maintain statistics of items cataloged.
- Review and/or install CD-ROMs, DVD-ROMs, and Internet resources to determine content and ease of use. Assist in deciding the appropriate library location for physical electronic resources. Prepare electronic resources for monographic or serial cataloging.
- Write and/or update user guides for government resources.
- Assist in removing superseded material. Update holdings in OCLC; withdraw materials from the Voyager catalog and the Government Information Unit paper shelf list (as needed).
- Assist in weeding and inventory of Documents collections.
- Assist in the retrospective cataloging of government documents (monographs and serials).
- Review and maintain the list of government websites on the appropriate web pages of the UWM Libraries.

(30%) Ask a Librarian reference and research assistance services; library instruction

- Provide effective user services for students, faculty and staff, and community members with diverse information needs. Provide weekend and evening service as scheduled.
- Learn to effectively use and assist with a wide variety of print resources and specialized databases
- Participate in virtual reference services including "Ask Away" (statewide), OCLC Question Point 24/7 (national) and IM (UWM/local) chat reference services.
- Lead tours of the Golda Meir Library building and its new Daniel M Soref Learning Commons
- Participate in preparation and/or teaching of library instruction sessions
- Contribute to Research Consultation services for undergraduates and/or in areas of subject expertise

(10%) Special assignments and projects, such as:

- Library classroom support, scheduling, and laptop lab setup
- Library guides, handouts, and departmental web pages
- Collection management, including evaluation of potential new sources, collection review, and *ad hoc* maintenance of print collections
- Departmental statistics collection and review
- Assist with general maintenance of the Learning Commons and assist users with standard office equipment
- Adhere to published policies, procedures, and guidelines for student employees of the UWM Libraries.
- Report to supervisor any problems/concerns and work to achieve satisfactory resolution.

Required

1. Demonstrated excellent English language skills (both speech and comprehension), and the ability to communicate effectively in-person, on the telephone, and in writing (both manually and with a keyboard). Must be able to communicate clearly with persons for whom English is a second language.
2. Ability to fulfill duties and responsibilities with a limited amount of direct supervision (after appropriate training) and to complete assigned projects in a timely manner.
3. Strong interpersonal communication skills and the ability to effectively interact with both patrons and library colleagues in a positive and professional manner.
4. Ability to perform work in a multi-task environment, prioritizing needs for efficient and effective service.
5. Demonstrated ability to adapt and learn both printed and computer-based resources.
6. Dependable, with a sense of responsibility and reliability.
7. Strong attention to detail and accurate output
8. Willingness to learn and follow stated policies and procedures.
9. Ability to successfully work with patrons in a public service environment as well as work independently in a technical service environment.

Desired

1. Successful completion of (or current enrollment in) L&I Sci 510, "Introduction to Reference Services and Resources" **or** L&I Sci 571, "Information Access & Retrieval" and/or L&I Sci 814 or 832 "Government Information Sources and Services".
2. Experience in the use of online catalogs and library databases.
3. Basic microcomputer skills, including word processing, and spreadsheets.
4. Knowledge of the Library of Congress Classification System (LC) and the Superintendent of Documents Classification System (SuDoc).
5. Experience and/or coursework in cataloging, classification, or organization of information.

Academic Requirements/Student Status

Applicant must:

1. Provide proof of acceptance into a UWM SOIS graduate degree program.
2. Register for credit-granting UWM SOIS courses during the Fall and Spring semesters, and maintain student worker status.
3. Be available to work one evening (currently 5:00pm to 9:00pm)* per week and contribute to a student-worker weekend rotation (currently Saturday 10am-5pm **or** Sunday 1-9pm)* each semester.

Work Environment

The majority of work hours will be in the Government Information Unit Workroom or the Daniel M Soref Learning Commons. Intern must be able to sit and stand for extended periods and escort patrons throughout the building. Intern must be able to assist with collection maintenance including occasional shelving, shelf reading, and shifting of print resources, be able to move a full book cart and lift 25 pounds, and assist with standard office equipment.

Equipment Used to Perform Essential Job Functions

Personal computer, standard keyboard and monitor; printers; copier/scanner; telephone; basic office equipment

Training

New RIS Interns must attend the (paid) RIS Orientation & Training Day, **Thursday, August 27, 2009**, and will receive a detailed orientation packet. The Government Information Intern works closely with the Reference & Government Information Collections Librarian and other professionals for on-the-job learning. Informational sessions are scheduled with librarians throughout the year to discuss specific job responsibilities and subject areas of expertise within the UWM Libraries. Special projects are done under the supervision of a librarian. Interns are paired with a RIS librarian who serves as a mentor.

Supervisor/Evaluation

The Intern works under the general direction of the Reference & Government Information Collections Librarian and under the direct guidance of the librarian on duty in the Learning Commons as scheduled. The Intern may also be paired with a RIS librarian who serves as mentor. Special projects are done under the supervision of a designated librarian. The Intern will be evaluated throughout the year to receive both written and oral feedback. A positive evaluation is required to continue with the Internship.

Hours

Interns work approximately 20 hours per week for one year. One set evening shift (5-9pm M-Th)* and rotating weekend shifts (Saturday 10am-5pm **or** Sunday 1-9pm)* are required but the work plan is flexible and will accommodate most SOIS class schedules. Every effort will be made to accommodate individual scheduling requests.

Salary

\$11.00/hour

To Apply

1. Obtain an application form at the UWM Libraries Personnel Office, Room E157 Golda Meir Library.
2. Return the completed application, resume and transcript, and documentation of acceptance into the UWM SOIS Master's degree program to:
UWM Libraries Personnel Department
University of Wisconsin-Milwaukee
P.O. Box 604
Milwaukee, WI 53201

You may bring your application materials to the UWM Libraries Personnel Office, E157 Golda Meir Library.

For more information on RIS intern or field work positions please contact
Linda Kopecky, Head, Research & Instructional Support Department, via e-mail at lkopecky@uwm.edu

** hours subject to change*