



## Graduate Assistantship Agreement Fall 2022

### **Assistantship Description:**

The UA Little Rock Center for Arkansas History and Culture (CAHC) is dedicated to providing graduate assistants with an enjoyable work experience that will prepare them for the professional world. Graduate assistants work 20 hours each week for a total of 300 hours for the semester. Fall assignments begin August 22nd and end December 16th. Tasks include processing manuscript collections, digitization projects, readings and discussions, patron assistance, and other duties as assigned. Graduate assistants are expected to be available Thursday mornings for reading discussions and/or meetings.

CAHC uses online project management tools called Trello and Slack. You will use these tools while at the Center.

### **At the end of each week:**

- Update your work hours on your semester timesheet
- Submit a summary to your supervisor (~1-2 paragraphs) of your work for the week and note any issues resolved or unresolved. Please submit the summary via email.

As a graduate assistant at the CAHC, you will be responsible for collection processing, digitization, archival readings and discussions, periodic social media posts, a genealogical project, a local property research assignment, reference desk shifts in the research room, and a resume project.

### **Learning Goals:**

1. Plan, design and execute a research project using technology available at the CAHC (e.g., family history, mock grant)
2. Locate and evaluate primary and secondary sources
8. Demonstrate knowledge of archival principles, practices, and values
9. Identify and apply the Library of Congress Classification system to reference activities
10. Provide complete assistance to patrons at the research room
11. Apply fundamental principles and practices of genealogical research
12. Apply fundamental principles and practices of digital preservation
13. Plan and execute a collection processing plan
14. Plan and execute a research project using public property records [e.g., National Register of Historic Places]
15. Plan and execute a social media project popularizing archival records to the general audience
16. Practice using available archival platforms at the CAHC

**Professional conduct expectations:**

Over the course of the semester, Graduate Assistants are expected to meet basic professional standards. As a Center for Arkansas History and Culture GA, you are expected to:

- Be punctual: Arrive on time and leave when scheduled. If unforeseen circumstances prevent you from being on time or completing your shift as scheduled, email or call:

Cody Besett, Student Success Archivist  
501-320-5774

[clbesett@ualr.edu](mailto:clbesett@ualr.edu)

Laura McClellan, Assistant Director  
501-320-5780

[lcmcclellan@ualr.edu](mailto:lcmcclellan@ualr.edu)

- Communicate in a respectful and professional manner, both in person and via email, with other CAHC staff members, patrons, and CAHC guests. Remember that more casual behavior might be appropriate when you communicate with someone in person and more formal rules may apply to email communication. You might also communicate more informally with a person that you know personally than with a person you don't know/haven't met. Ask the SSA if you're not sure what professional communication implies in specific cases.
- Communicate with the SSA about unexpected events that affect your schedule. Let the CAHC staff know as soon as you can about factors that might change your availability or future schedule.
- Dress professionally: Graduate Assistants are expected to wear business-casual clothing when working. Occasional duties may require more or less formal attire (e.g., event assistance or moving boxes).

**GA's personal learning outcomes**

If you have additional learning goals for this semester, please list them below:

•

•

Acknowledgement of receipt and understanding of the UA Little Rock Center for Arkansas History and Culture Graduate Assistant agreement.

\_\_\_\_\_  
Graduate Assistant signature

\_\_\_\_\_  
Date