

## Simmons Fellowship: SLIS West

### Job Description:

#### General Statement of Duties:

Greenfield Community College seeks an applicant to the library and information science graduate program at Simmons University to undertake a two-year paid library fellowship. The fellowship is an opportunity to gain work experience and on-the-job training. The person in this position will be an employee of Simmons University, but will work on-site at GCC. Saturday hours, as well as some evening hours, are required.

#### Duties:

This position will be on-site at the Greenfield Community College Nahman-Watson Library.

#### Reference and Circulation (70%)

- Provides circulation and reference services, answering questions in person, via phone, chat, and email for both GCC and Simmons students, faculty, staff, as well as members of the public.
- Creates a welcoming atmosphere and acts as a first point of contact for the library, both in person and virtually.
- Assists users with library and college technologies, including computers, printers, scanners, electronic resources, and GCC's learning management system (Moodle).
- Troubleshoots computer, network, and other equipment issues and problems.
- Connects GCC students needing in-depth research support to the GCC library instruction team, with a warm handoff via email or in person.
- Develops handouts, signage, web or social media content, and/or other materials for use by GCC or Simmons students.

#### Library Administration (15%)

- Opens and closes the library on Saturdays, and assists with opening and closing tasks during other shifts.
- Ensures consistent desk staffing on Saturdays.
- Reports any Saturday issues that arise to the library director.

#### On-the-Job Training (15%)

- Participates in structured, hands-on learning experiences led by GCC library staff.
- Participates in GCC library staff meetings.
- Completes at least one independent project per year, developed in collaboration with the GCC site supervisor. Options could include, but are not limited to:
  - Manage a circulation function (i.e. course reserves)
  - Customize the library's OPAC
  - Coordinate and run a library event
  - Teach an instructional workshop
  - Do a diversity audit of an area of the library's collection

#### Minimum Qualifications

- Knowledge of and dedication to creating an environment that is welcoming to a community that is diverse in race, ethnicity, language, culture, gender, neurodiversity, and disability.
- Availability on Saturdays and some weekday evenings.
- Basic technology skills.

- Strong oral and written communication skills.

#### Preferred Qualifications

- Proficiency in a language other than English.

Start date: September 2025

Award: The scholarship award covers credits for the academic year, typically 6 credits in the fall and spring semesters. If renewed, the total award shall not exceed 24 credits. For the assistantship, the fellow is paid an hourly rate of \$18.00.

Schedule: 20 hours per week for 14 weeks in the spring and fall semesters; summer hours to be discussed with supervisor. Must be available to work on Saturdays, and some evening hours on weekdays. Simmons fellows are expected to operate the library independently on Saturdays during times when face-to-face Simmons classes are offered, in order to provide library services to their fellow students.

Eligibility: This position is open to incoming students, as well as current students who are in their first semester and have completed no more than three courses. Students studying online or at our Boston and SLIS West campuses are eligible, as long as they are able to work on-site in Greenfield. International students are eligible.

Deadline: February 1, 2025 (your admission application, supporting documents, and Fellow application must all be received by this date)

How to apply: To apply, please email a current resume and letter of interest specifically addressing the requirements of the position to [slisadm@simmons.edu](mailto:slisadm@simmons.edu). Use the subject line: "SLIS West Fellow" and send it from the same email address you used on your admission application.

#### Greenfield Community College

Greenfield Community College is located in the beautiful and historic Connecticut River Valley of western Massachusetts, between the foothills of the Berkshire Mountains and the fertile farmland of the Connecticut River watershed. GCC is a public community college serving over 4,800 people annually in credit courses and credit-free workshops. Known for the caring and supportive attitude of the faculty and staff, and for the broad support it enjoys from the surrounding community, the college is fully accredited by the New England Commission of Higher Education. In addition to a strong liberal arts focus, the college offers a wide variety of innovative and successful programs including gender and women's studies, fine arts, nursing, renewable energy, and outdoor leadership, as well as varied learning environments, from traditional classrooms, to distance learning, peer tutoring, one-on-one faculty-student advising, workforce development, and learning communities that cater to specific needs and interests. Close to fifty percent of Greenfield Community College students transfer to four-year colleges, and it is Smith College's largest source of community college transfer students. Much of the college has undergone a multi-million dollar renovation that incorporates universal design principles to meet the needs of all our students. Greenfield Community College actively encourages and provides opportunities for leadership and professional development.

Starting in September of 2024, GCC also hosts Simmons University's SLIS West, a satellite campus for the Simmons School of Library and Information Science. Simmons students take face-to-face classes and receive advising and administrative support on the GCC campus.

#### About the Library:

The Nahman-Watson Library at GCC serves the study and research needs of a diverse group of

teachers and learners by providing a variety of services, collections, and technology. Fully articulated with other student support services on campus, the GCC library is student-centered and committed to student success. The library has a variety of computers, printers, scanners as well as a technology lending library for GCC student use. The library is open to the entire GCC community, to Simmons University students, and to the public. For more information visit our website at <http://www.gcc.mass.edu/library>