**Position Summary:**

Join a team dedicated to helping students conduct library research more effectively! Primary responsibilities include helping students with research in library, virtual, and classroom settings. Research consultants help students brainstorm topics, find and evaluate information, and cite sources. Paid research and consulting training is provided, and leadership opportunities are available.

**Job Duties:**

* Work with students one-on-one and in small groups to help them:
  + Brainstorm topics
  + Find high-quality information
  + Understand terms like “scholarly” and “peer-reviewed”
  + Evaluate sources for credibility and relevance
  + Create annotated bibliographies
  + Integrate research
  + Cite sources
* Collaborate with fellow consultants in the Knowledge Market
* Complete all paid research consultant training including orientation, mentor groups, and training workshops

**Required Qualifications:**

* Completed at least one year of study at the college level by Fall 2024 (current first year students are eligible to apply)
* At least a 3.0 cumulative GPA
* Available for a full academic year (fall 2024 and winter 2025)
* Able to work at least 6 hours per week
* Must be available the Thursday and Friday before classes begin in August for Research Consultant Orientation

**What you can expect to learn in this position:**

* Research skills
* Communication and collaboration skills
* Problem solving
* Flexibility
* Administrative skills
* Cultural awareness
* Technology & computer literacy

**Compensation:** $13.43/hour

**Standard Hours for this Position:**

Shifts are available from 10:00 AM – 9:00 PM Sunday-Thursday. Though you will be scheduled around your classes, you may be required to work any combination of shifts and must have transportation during these hours. Research consultants can work between 6-20 per week during the Fall and Winter semesters.

**Research Consultant**

**Library Research Center**

Name:

Local Address: Cell Phone:

Home Address: Home Phone:

School Email: Current GPA:

Major: Minor:

Year in School: Federal Work Study? **☐** Yes **☐** No

**Please indicate your agreement with the following statements by signing below:**

* I understand that, if hired to be a research consultant, I am obligated to participate in both synchronous and asynchronous trainings scheduled around my classes, plus periodic professional development trainings and regular staff meetings.
* I understand that, if hired, I am obligated to attend research consultant orientation the Thursday and Friday before classes begin in the fall semester.
* I understand that, if hired, I will be required to work for the University Librariesat least 6hours per week.
* I give the University Libraries permission to verify my GPA and class standing as listed on this application.

Signature:

Date:

**Qualifications and Experience**

Please note that Research Consultant training activities are scheduled throughout the year, and the first year of training is critical. Therefore, we can only hire students who will hold full-time student status for Fall and Winter semesters during their first year as a Research Consultant.

Will you be a GVSU student? Fall 2024 Winter 2025

*(check all that apply)*

Will you be a student assisting/teaching? Fall 2024 Winter 2025  
*(check all that apply)*

Will you be studying abroad? Fall 2024 Winter 2025

*(check all that apply)*

Do you plan to work at another job while Yes No  
working as a Research Consultant?

If **yes**, about how many hours per week will you work at your other job?

Considering other commitments such as jobs, internships, clubs, etc., what range of hours per week would you be able to work for the University Libraries next year?

(You are required to work at least 6 hours per week)

**Response Questions**

Please describe any previous customer service OR teaching, tutoring, or other instructional experience.

Please explain how you would handle the following scenario*:*

*While helping a student with research for an upcoming paper, the student becomes very frustrated, says he doesn’t even know where to start and is ready to give up. How do you respond?*

Please explain how you would handle the following scenario*:*

*A professor assigns an argument paper for a class. The assignment is to argue for whether the following statement is true or false, and why you hold that position: “Free speech means that no one may censor what another says in a public venue.” Find three sources that support your position and list them below. Explain in detail how you found those sources.*

1.

2.

3.

How you found them:

**Previous Employment:** Please list previous employers, direct supervisor’s name and phone number, address, position held, responsibilities, length of employment, and reason for leaving below.

|  |  |  |  |
| --- | --- | --- | --- |
|  | Previous Employment #1 | Previous Employment #2 | Previous Employment #3 |
| Employer: |  |  |  |
| Direct Supervisor’s Name: |  |  |  |
| Phone Number: |  |  |  |
| Address: |  |  |  |
| Position Held: |  |  |  |
| Responsibilities: |  |  |  |
| Length of Employment: |  |  |  |
| Reason for Leaving: |  |  |  |

***Please return your completed application and a research paper that you’ve written while in college to*** [***melicjus@gvsu.edu***](mailto:melicjus@gvsu.edu) ***by Friday, April 26 at midnight. (Jennifer Torreano, Director of the Knowledge Market, supervises this position but will be on maternity leave until April 29.)***