

There are a number of employment opportunities available to TEXASiSchool students, both on and off campus.

Academic Employment

Within the School of Information (TEXASiSchool), there are a limited number of Graduate Research Assistant (GRA) and Teaching Assistant (TA) positions available.

- TAs are graduate students who help faculty with the delivery of courses.
- GRAs are students who are employed in part-time research positions. These positions are generally first offered to PhD students.

For TA positions, you must complete the iSchool Student Funding application and it should be edited once a year.

https://www.ischool.utexas.edu/admissions/funding_resources/ischool_awards

For GRA positions, you apply directly to the professor or department like a normal job (often posted in iCareers). Outside the iSchool, the university has a number of libraries, archives and other research centers on campus that offer GRA positions. iSchool students may also serve as a GRA or a TA to **another academic department**. While other departments usually offer these positions to their own students first, sometimes an iSchool student may be able to offer additional expertise that would otherwise be unavailable.

Compensation for Academic Employment: <http://hr.utexas.edu/student/compensation.html>

All student positions pay at least the minimum wage established by the university. Positions classified as academic employment (TA/GRA) also qualify for two different kinds of tuition benefits:

- **Resident Tuition Entitlement:** For out-of-state students, the non-resident portion of tuition is waived. The student is responsible for payment of resident tuition. The employee must have a qualifying job title for at least 20 hours per week and must be appointed monthly. The student may also hold two GRA positions, where the combined employment equals 20 hours per week. The beginning employment date must be on or before the 12th class day (fourth class day for a summer term), and the end date must be no earlier than the last class day; these dates are published in the academic calendar. TAs and GRAs both qualify for this benefit.
- **Tuition Reduction Benefit:** The cost of tuition is reduced. The exact amount depends on the number of hours the student is employed. The award is non-taxable as it is applied directly to your tuition bill. Usually this benefit is only given to TAs, although some GRA positions may also qualify – **check with your hiring manager**.

For more information about academic employment for graduate students, please see the Graduate School website at

<https://gradschool.utexas.edu/finances/student-employment>

School of Information Job Search Resources

- **iCareers:** TEXASiSchool student portal - <https://ischool-utexas-csm.symphlicity.com/students/>
- **msis-career email list.** You will be automatically enrolled in this list to receive weekly updates from the Career Development Office.
- **the-insider email list:** All students, faculty and staff of the TEXASiSchool are encouraged to subscribe to this list. It has historically been used by members to post information about events, courses, deadlines, jobs and other important information - <https://utlists.utexas.edu/sympa/info/the-insider>

The University of Texas at Austin Job Search Resources

- **Library Organizational Charts** – These org charts will show you which librarians have GRA or student positions - <http://www.lib.utexas.edu/d7/sites/default/files/ut-libraries-org-structure-december15-2016.pdf>
- **Harry Ransom Center Internships/GRA** - <http://www.hrc.utexas.edu/about/internships/graduate/>
- **UT Libraries Employment** - <http://www.lib.utexas.edu/admin/employment/>
- **Libraries, Centers and Museums** - <http://www.lib.utexas.edu/help/librarylist.html>
- **HireUTexas & Career Fair List** - (jobs & internships) <http://recruit.utexas.edu/students-alumni/>
- **UT Austin Job Search** (student, part-time and full-time positions) - <http://www.utexas.edu/jobs>
- **U-Temps** (temporary employment opportunities on campus) - <http://www.utexas.edu/hr/prospective/utemps.html>

Other Job Search Resources

- **www.Indeed.com:** Indeed's "Google-like" feature pulls postings from company sites and other job boards nationwide for all types of positions. The key to a productive search is to change the titles you use for the search - <http://www.indeed.com>
- **I Need a Library Job:** Started by young librarians for librarians searching in a tough market - www.inalij.com
- **LAC Group:** Direct employer (employs 300 librarians/information professionals), outsourcing company, recruiting agency and employment services. **Newsletter** - <http://lac-group.com/lac-group/newsletter/>
- **Lib Gig:** owned by LAC and somewhat repetitive; also has an associated newsletter - www.Libgig.com
- **Library Systems & Services, LLC (LSSI):** Partners with communities throughout the US to provide library outsourcing for new and existing public libraries, as well as contract library services for Federal agencies - <https://careers-lssi.icims.com>
- **Society of American Archivists (SAA):** <http://careers.archivists.org/jobs>
- **Special Libraries Association (SLA):** <http://careercenter.sla.org/jobs>
- **American Association of Law Libraries (AALL):** <http://careers.aallnet.org/jobs>
- **Art Library Society of North America:** <http://www.arlisna.org/career-resources/career-resources>
- **Global Museum:** <http://www.globalmuseum.org/>
- **HigherEdJobs:** This is a great nationwide site dedicated to positions within higher education including community colleges. You can register for email alerts - <https://www.higheredjobs.com/>
- **Chronicle of Higher Education/Vitae:** www.chroniclevitae.com; www.chronicle.com
- **Federal Agency-Specific Sites:** Agencies that often hire, iSchool grads include the Smithsonian Institution, Library of Congress, National Archives and Records Administration, CIA, DOD, DOJ, VA, DHHS.
- **USA Student Jobs/Pathways:** Federal agencies can post internships here, but they are not required to do so - <https://www.usajobs.gov/StudentsAndGrads>
- **Idealist:** Top site for job searching in the non-profit sector - <http://www.idealist.org/>

Austin Business Journal - BizJournals

Students have access to the *Austin Business Journal* and its annual *Book of Lists*, a great resource for city-specific information as well as business journals from 40 other cities through the *BizJournals* database:

http://www.lib.utexas.edu/subject/business/databases_alpha.html

Student Employment Guide 12_2016

Career Development Office | University of Texas

School of Information | 1616 Guadalupe, Suite 5.202 | Austin, TX 78701

careers@ischool.utexas.edu | 512.471.8806

<http://www.ischool.utexas.edu/careers>