

Student Employment Guide - *Career Development Office*

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

Academic Employment

Within the School of Information itself, there are an extremely 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**: https://www.ischool.utexas.edu/admissions/funding_resources/ischool_awards - Log in to edit once a year.

For GRA positions, you apply directly to the professor or department like a normal job (often posted in iCareers). Outside of our department, UT Austin has a number of libraries, archives and other research centers on campus, which also 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. For example, the College of Engineering often hires TAs from other colleges to assist in their **writing intensive courses**. To secure this type of TAship, look at the courses that have a “W” (<http://registrar.utexas.edu/schedules/112/writing>) and then use the Course Schedule to determine which professors will be teaching those courses. You can reach out the professor directly and it may also be helpful to contact the graduate coordinator of the department.

<http://www.engr.utexas.edu/graduate/admission/contacts>

Compensation for Academic Employment: <http://www.utexas.edu/hr/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, though 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 Web site: <http://www.utexas.edu/ogs/employment/>.

Where to Look for Jobs

School of Information Resources

iCareers Student Portal: <https://ischool-utexas-csm.symplicity.com/students/>

“msis-career” list: you will be automatically enrolled in this list to receive weekly updates from the CDO.

“The Insider” list: you need to register to receive e-mails <https://utlists.utexas.edu/sympa/info/the-insider>

Resources at UT

Library Organizational Charts: These org charts will show you which librarians have GRA or student positions.

http://www.lib.utexas.edu/vprovost/lib_info/org_charts.html

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 on Campus: <http://www.lib.utexas.edu/help/librarylist.html>

HireUTexas & Career Fair List: (jobs & internships) <https://recruit.utexas.edu/grad-students/>

UT Austin Job Search: <http://www.utexas.edu/jobs> (part-time & full-time permanent jobs)

U-Temps: <http://www.utexas.edu/hr/prospective/utemps.html> (temporary jobs on campus)

Outside Resources *If you don't see what you are looking for; ask the CDO for additional career-specific resources.

www.Indeed.com: Indeed's "Google-like" feature pulls postings from company sites and other job boards nation wide for all types of positions. The key to a productive search is to change the titles you use for the search, for example "Information Manager," "Program Coordinator" "Librarian," "Information Architect," "Archivist," "Research Analyst," etc.

I Need a Library Job: Started by young librarians for librarians searching in a touch market - www.inalj.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-ssi.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. - www.higheredjobs.com

Chronicle of Higher Education/Vitae: www.chroniclevitae.com; www.chronicle.com

Federal Agency-Specific Sites: Agencies that often hire IS 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 their annual **Book of Lists** a great resource of city-specific information as well as business journals from 40 other cities thru the **BizJournals** database:

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