GRADUATE ASSISTANT

AT THE KAWASAKI READING ROOM

RESPONSIBILITIES

KRR GA Position will include but not limited to:

- Library management (organize and check in/out library materials, welcome visitors and giving tours)
- Plan Academic lectures and cultural events
- Develop PR materials (Posters, Flyers, KRR Brochures)
- Coordinate weekly Movie Club and Japanese Conversation Tables
- Community Outreach include museums, schools and community art galleries
- Truck visitors/circulation
- On campus pickup and delivery

QUALIFICATIONS

KRR GA Position will include but not limited to:

- Graphic design skills (be able to create event posters and flyers)
- Knowledge of Adobe Suite and/or Canva
- Event planning and program management experience
- Great communication skills
- Be at work on time, do what you were hired to do, meet targets and deadlines and work to the best of your ability

ABOUT THE LIBRARY

The University of Nebraska - Lincoln’s Kawasaki Reading Room is a unique center for Japanese studies in Nebraska. It is operated by the Department of Modern Languages and Literatures at UNL. The Reading Room acts as a cultural bridge by providing educational resources and sharing Japanese culture, art, language and history to the University of Nebraska - Lincoln and the extended community. More than a library, the Kawasaki Reading Room has an impressive variety of events and services to the University of Nebraska and surrounding communities, including: Academic Speaker Series, Music Events, Japanese Craft Workshops (Origami, Shodo), Conversation Tables/Japanese Language Tutoring, Cultural Outreach (LPS, Pre-schools) and more. Made possible by generous contributions from the Kawasaki Motors Manufacturing Corp., USA, the Kawasaki Reading Room for Japanese Studies first opened on September 24th, 1992. The Reading Room is a product of the vision and educational aspirations of Takehiko Saeki, the former president of Kawasaki Motors, USA.

SEND RESUME AND COVER LETTER TO

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