

Staley Library Student Employment

Position Title: Archives Student Assistant

Department: Staley Library

Supervisor: Archivist

Position Summary: Archives assistants assist the Archivist in providing research services to archives patrons, outreach activities to the campus and community at large, processing archives collections, and in other special projects. 8-10 hours a week.

Position Responsibilities:

Research/Reference Services:

- Staff archives service desk
- Answer archives telephone, check voicemail
- Assist patrons with archival research
- Ensure security and proper handling of materials
- Refer patrons to other, relevant local history organizations when appropriate

Outreach:

- Assist with presentations and displays
- Assist with articles written for campus publications
- Assist with social media outreach
- Assist with other special projects as assigned

Processing collections:

- Assist archivist with appraisal and arrangement of incoming materials
- Digitize materials
- Create and update finding aids

Basic knowledge of other library functions and University Commons spaces and offices.

Position Requirements:

- Must be willing and able to work regularly scheduled shifts the whole semester (totaling 10 hours per week) with additional hours during Homecoming weekend or other special events
- Ability to work independently, meet deadlines, and prioritize various work assignments
- Punctuality, reliability, accuracy, customer service, & organizational skills
- Preferred: interest in history, museums, or archives & special collection. Work study eligibility.

Date of position description: July 2017