

## **JOB DESCRIPTION AND CLASSIFICATION FORM**

**Position Title:**       **Archives Assistant (S32021)**  
Undergraduate or Graduate Position

**Department:**       Cowles Library

**Reports to:**       Archivist; Digital Metadata and Cataloging Associate; Digital Projects Librarian

**Essential Functions:**

- Accessing and organizing archival materials.
- Performing Processing and preservation.
- Crating detailed collection finding aids using the open-source software maintenance tool, Archon/Archives Space.
- Accuracy in proofreading and editing online records and computer files.
- Inputting, deleting and verifying information to keep collection finding aids correct and current.
- Scanning prints, negatives, slides or documents for digital projects or to fulfill research requests.
- Transcribing audio files.
- Researching historical documents.
- Using image processing software to edit digital files.
- Serving as Monitor for the Research Room.
- Unpacking and storing archival supplies.

**Knowledge/ Skills Required:**

- Computer proficiency; attention to technical detail, accuracy, and confidentiality critical.
- Leadership qualities with the ability to work under minimum supervision.
- Strong English language skills.
- Exemplary attendance and punctuality with good work ethic.
- GPA: 3.0 or higher.

**Preferred:**

- Comprehension of and ability to implement detailed archival principles and components (SAA Pest Practice & Guidelines for College and University Libraries, and DACS).
- Proficient use of Adobe Photoshop, Adobe Acrobat, ContentDM and Omnipage software; and quality research skills.
- Previous work experience in a library environment and/or an archive helpful.

**Hours per week:**     Up to 20

**Knowledge/Skills required:** Highly Technical

**Complexity of work tasks:** Work is substantially complex and varied

**Supervision of work:**     Works somewhat independently

**Scope of work's contact:**   Contact and impact of work routinely extends to the university and public

**Routinely supervises the work of others:** No

**Works with confidential information:**   Occasionally

**Dept Recommended Job Category:**       4

**Pay Rate:**                               8.25