



Archives, Digital Projects Assistant

Department: University Archives
Reports to: Archivist; University Archives Associate; Digital Projects Librarian

Essential Functions:

- Accessing and organizing archival materials.
- Performing Processing and preservation.
- Creating 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- Researching historical documents.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
Schedule:	Monday - Friday, 8 a.m. - 4 p.m.
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, impact routinely extends to the university & public
Routinely supervises the work of others:	No
Works with confidential information:	Occasionally
Pay Rate:	8.25