GENERAL SUMMARY:

A unit of the JDH Library, the Special Collections area houses archives/manuscript collections and the Area Research Center (ARC). The facility holds historical materials both from the region and the university. Current projects relate to documenting, accessioning and guiding digitization projects in the archives across multiple collections. The Project Assistant will keep regularly-scheduled hours and perform general and specialized archival responsibilities within the scope of the stated projects. This position must be able to work with researchers and staff in a courteous, professional manner. This position reports to the Director of the Jim Dan Hill Library.

DUTIES AND RESPONSIBILITIES:

- Work effectively with Project Leader to provide support to archives unit and associated project partners
- Respond to research queries related to diverse archives holdings in person and through other means of communication
- Coordinate, set goals, and communicate with project partners throughout the project
- Follow archives policies and procedures to ensure accurate handling of materials
- Apply recognized quality standards in scanning and data creation
- Handle, file, and retrieve materials appropriately in various formats (negatives, photographs, papers, technical drawings, etc.).
- Process/arrange archival materials as directed and according to archival standards
- Identify and create appropriate metadata using selected schema and formats
- Back up, as needed, Library Director and Library staff

SKILLS, KNOWLEDGE, ABILITIES:

- Excellent customer service skills
- Ability to maintain great attention to detail
- Excellent communication skills
- Ability to take and give directions effectively
- Familiarity with computer programs (e.g., Word, Excel) and ability to learn new software
- Ability to occasionally lift and move boxes up to 40 pounds
- Knowledge of fundamental archives policies, practices and standards

REQUIRED QUALIFICATIONS INCLUDE:

- 2 years’ experience working in archives setting
- Bachelor’s Degree

DESIRABLE QUALIFICATIONS INCLUDE:

- Familiarity with identifying and handling variety of photographic materials
- Familiarity with scanning and metadata creation
- Familiarity with arrangement, retrieval, and handling of University, City and County records