

JOB DESCRIPTION

1. JOB TITLE: Archives Assistant
2. SUPERVISOR: Library Technician, Archives

3. DUTIES:

This student position supports the archives technician on a variety of archival projects. Projects can include printing and filing material, processing incoming collections, scanning documents and photographs, creating content for social media, helping with campus exhibits, and researching college history.

4. JOB SKILLS:

This student must be dependable, independent, and detailed oriented. Must be willing to learn basic archival concepts and how to properly handle archival material. Student should be comfortable with multitasking and working on different types of projects.

5. NUMBER OF HOURS: 4 – 8 hours per week

6. NUMBER OF STUDENTS: 3 students

7. WORKING HOURS: Monday - Thursday 8am-4pm

(Rev 03/2023)