University Libraries
Student Employee Job Description

Title: Special Collections and Archives 3
Pay Rate: Advanced

General Description: This multi-faceted position provides advanced assistance to the Department of Special Collections and Archives in nearly all areas of its operations, with an emphasis on providing high quality on and off-site reference services to faculty, staff, students, and community members. This position is also responsible for all duties assigned to Special Collections and Archives 1.

Duties and Responsibilities:
The Special Collections and Archives experience typically includes some or all of the following responsibilities, depending on the needs of the unit at the time of the appointment.

1. Completing day-to-day operational tasks for the department
2. Providing reference services to on-site users and staffing the Special Collections reference desk during public service hours. This includes ensuring the adherence of access and usage policies for materials in the Reading Room.
3. Providing special research appointments for patrons outside of normal public service hours
4. Providing reference services to off-site users via telephone or email
5. Processing and/or digitizing archival collections
6. Assisting with collection pick-ups, accessioning, and appraisal
7. Assisting with outreach and promotional activities such as instruction, events, and donor relations
8. Assisting with creation of exhibitions and publications

Required Qualifications:
1. Due to intensive training requirements, this position is open only to graduate students who will be eligible for student employment for a minimum of 2 consecutive semesters
2. Must be available to work at least 20 hours per week, with those hours falling between the hours of 9am and 5pm. On occasion, student may be asked to staff an evening or weekend shift (subject to student's availability)
3. Must be a self-starter
4. Able to prioritize assignments effectively with minimal direction
5. Able to work independently and in a team environment
6. Comfortable working with the public
7. Strong attention to detail
8. Must exhibit a mature, professional demeanor
9. Display an understanding of the high level of care required when handling rare, unique and/or fragile artifacts
10. Able to work effectively under multiple supervisors
11. Must be able to work on-site (Kent Campus Main Library). Remote work is not an option with this position
12. Bending, lifting, and carrying boxes and other materials are routinely required

Preferred Qualifications:
1. Working towards a Master's degree, preferably in Library and Information Science or related field.
2. Experience working with archival materials

* This is an hourly position. Tuition remission is not included.