

Job Title
Office/Department
Location (Building)
Supervisor
Length of Employment
Job Wage Rate or Range
Position Summary

Archives Student Worker
Archives/Library
Cole Library
Elizabeth Schau
Academic year
\$7.25/hour
Students work on individual filing and organizational projects within the Archives in order to enable the Archivist and others in the College to use the Archives effectively and efficiently.

Principal Duties and Responsibilities

At the direction of the Archivist, students are primarily responsible for filing new and recently used materials in the appropriate areas. Students may also be asked to find small pieces of information in the Archives for the Archivist.

Knowledge Skills and Abilities

- Typing
- Phone Coverage
- Data Entry
- Research Assistant
- Tutoring
- Athletic Training
- Maintenance
- Receptions/Registrations
- Customer Service/Public Relations
- Microsoft Excel
- Microsoft PowerPoint
- Dreamweaver
- Troubleshooting PCs
- Sports Information
- Audiovisual Skills
- Library Circulation Desk
- Photography
- Maintain Inventory
- Heavy Lifting Required

- Filing
- Photocopying
- Cataloging
- Operate Switchboard
- Scheduling
- Telemarketing
- Scheduling
- Supervisory Responsibilities
- Microsoft Word
- Microsoft Access
- Installing Hardware
- Internet Searches
- Graphic Arts
- Sports Statistician
- Shelving Books
- Interlibrary Loan
- Food Preparation
- Cash Register Skills

Additional Job Qualifications

Excellent time management and organizational skills are required. Students should be able to demonstrate individual initiative regarding current and future projects.

Expectations

Each block, Archives students should notify the Archivist regarding his or her availability. Due to varying hours and the prevalence of individual projects, students are expected to check email daily for new and/or updated tasks. Students may be required to work on more than one task at a time. Students will be asked to report on their projects on an ongoing basis. Students are required to report to the Archivist during normal business hours and the Reference Librarian on duty during non-business hours.

Working Conditions

Students may be standing or sitting for various periods of time, depending on the type of filing required. Students will need to be able to navigate in close quarters and file on both high and low shelving.

Other