Position Title: Library Archives Assistant
Hourly Rate: $7.50
Department: ISR/Library
Supervisor: Fred Burwell
Work Location: Library/Archives & Special Collections
Account Number: 01-40370-00000-00000-xxxxx

Do multiple individuals hold this position at one time?  
Yes   No

Number of positions available: 3 - 5

Work Schedule
A student in this position can expect to work 2 - 4 hours per day, 6 - 10 hours per week.
The student will work  ☒ Monday thru Friday  ☐ Saturday  ☐ Sunday  ☐ any day of the week.
Hours are available during the following times of the day: 8:30 - 5:00; some evenings .

Department/Position Overview
The Beloit College Archives are the repository for a variety of college related material, from official documents and publications to student memorabilia and photographs. These are preserved and made available for institutional, scholarly, and student research. Archives Assistant duties include among others: sort, categorize, and store archival materials; assist patrons in locating information; research using a variety of archival sources; create collection inventories and finding aids. The Archives Assistant should have a general interest in and appreciation of history and research, good organizational, communication and problem solving skills. Patience and creativity a plus!

More Detailed Information Available
http://www.beloit.edu/library/about/studentemployment/

Description of Duties and Tasks
☒ Interact with and convey a positive attitude to visitors and the campus community in person or by phone
☒ Conform to an established work schedule; reliably work set hours as assigned
☒ Perform clerical duties in support of the department, i.e. data entry, filing, copying, mailings, etc.
☒ Maintain the confidentiality of departmental/employee/student information
☒ Run errands on and/or off campus, including campus mail pick-up and delivery
☒ Perform light cleaning, departmental organization, and upkeep as required
☒ Work efficiently and accurately without immediate supervision
☒ Research using a variety of archival, print and online sources
☒ Creating finding aids and inventories to archival collections
Creating and installing displays/exhibits
Transcribing historical documents

**Required Training and Skills**

- Ability to communicate in a concise and effective manner, both verbally and in writing
- Detail oriented with strong organizational skills
- Familiarity with specific computer software, listed here: **Microsoft Word & Excel**
- Familiarity with specific equipment, listed here:
- Completion of coursework or training, prior experience, and/or specific certifications, listed here:** Completion of Introduction to Archives, History Workshop,** or another course with significant archival-research component, preferred.