TITLE: Senior Library Assistant (non-exempt)
FUNCTIONAL JOB TITLE: Senior Special Collections Library Assistant: University Archives
SUPERVISOR: Director Rare Books, Special Collections & Preservation
PAY GRADE: 10
TIME STATUS: Full-time, 40 hrs. per week

POSITION SUMMARY:
With a high degree of accountability and authority to work independently, improves collection access, accessioning, processing, and provides administrative support under general supervision of the University Archivist, in collaboration with departmental colleagues, and following RBSCP policies. The Senior Special Collections Library Assistant for University Archives hires, trains, evaluates, disciplines/terminates University Archives student employees and maintains related records. The Senior Special Collections Library Assistant for University Archives processes incoming University Archives materials, both published as well as manuscript. These may include documents, photographs, objects, audio/visual materials, and born digital materials.

Works closely with the University Archivist to ensure that University Archives collection processing and maintenance meets researcher needs, monitors related budgets, organizes unprocessed collections and creates online descriptive guides using ArchivesSpace. Maintains Archive-It (web archiving) account to capture relevant University websites, and coordinates with other RBSCP staff who select and maintain Archive-It crawls.

Incumbent should possess a broad knowledge and understanding of library procedures and practices and the ability to exercise initiative and judgment within the framework of existing policies.

Problem solving with latitude for decision-making is required. Shares responsibility for reading room supervision, retrieval of collection materials, and related tasks. Performs routine office duties and tasks including opening and closing the department.

SPECIFIC RESPONSIBILITIES:

30% Collections Processing:
• With training and supervision, organizes unprocessed University Archives and Rochester Collections holdings and new acquisitions; creates descriptive online finding aids using ArchivesSpace software
• Has primary responsibility for coordinating use of ArchivesSpace for consistent processing and presentation of both University Archives and RBSCP manuscript collections.
• Trains and supervises Archives students to create finding aids

25% Collections Maintenance:
• Responsible for gathering and filing materials (ephemera, publications, etc.) in order to maintain files on University history; trains and supervises students (when available) to gather ephemera and maintain files
• In consultation with University Archivist, is responsible for archiving born-digital material such as University websites using Archive-It
• Works with Acquisitions and Metadata Services departments to process newly acquired and existing and print holdings
• Responsible for shelving University Archives and Rochester Collections materials
• Shares responsibility for maintaining University Archives records and databases
• In collaboration with University Archivist, maintains and organizes stacks and performs related tasks with regard to University Archives holdings.
• May retrieve University Archives materials from the offsite Library Annex
15% Supervisory Responsibilities
  • Hires, trains, and supervises Archives student employees; may help supervise interns
  • Collaborates with University Archivist to prioritize student projects and tasks
  • Monitors Archives student budget

15% Reference and Project Preparation
  • In collaboration with the University Archivist, responds to information requests from alumni, staff, faculty, and students; responds to information requests for archival materials in preparation for Class Reunions, Meliora Weekend activities, publications, and other research needs
  • Pulls materials for researchers and for reproduction requests
  • In rotation with other staff, shares responsibility for reading room supervision, with desk shift duties

10% Departmental Support
  • Provides instructional support including pulling appropriate material and setting up equipment
  • Shares responsibility for basic website maintenance
  • In rotation with other staff, shares responsibility for daily opening and closing of the department

5% Other
  • Attend department, committee, and general staff meetings
  • Provide input for policy and decision making for the Department
  • Perform other duties as assigned

REQUIRED QUALIFICATIONS:
  • Associate’s and 2 years of related work experience or equivalent combination of education & experience
  • Ability to follow established procedures and perform work requiring considerable attention to detail
  • Strong analytical skills, with ability to plan and organize work so that all tasks are performed efficiently.
  • Excellent verbal and written communication and customer service skills
  • Ability to learn and effectively use library-related software programs and databases
  • Good working knowledge of Microsoft Office products
  • Experience with HTML
  • Ability to handle fully-loaded book carts and lift boxes of books
  • NYS driver’s license

QUALIFICATIONS PREFERRED:
  • Bachelor’s degree and 2-3 years library, office, or related work experience
  • Experience working in archives or special collections
  • Some familiarity with the history of the University of Rochester
  • Degree in humanities or social sciences field

SUPERVISION:
  Student Employees

MACHINES AND EQUIPMENT USED ON JOB:
Automated library and archival control systems; microcomputers, scanners, and related computer hardware; ADT alarm and DVR-recording camera security systems; and other standard office and library equipment including photocopiers, ladders, and fully-loaded book carts.
TO BE CONSIDERED FOR THIS POSITION APPLICANTS MUST APPLY ONLINE AT:

http://www.rochester.edu/working/hr/jobs/

Reference ID: 215922

*When applying online, please upload your cover letter & resume as one pdf document.

Position will remain open until filled.

If you have questions or need more information about the position send an email to:

RCLHR@library.rochester.edu

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