

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library –Special Collections

Most Recently Updated 11/25/00

Position Title: Assistant
Must work 10 hrs/wk.

I. Grade Level: 3

II. Description:

A. The following are the essential duties for an Assistant in the Special Collections Department:

1. Serves at the Reception Desk; registers researchers.
2. Assumes responsibility for the duties listed under the position of Special Collections Apprentice II as necessary.
3. Checks books that come from Cataloging to see that the label on the spine of the book, call number, and main entry card all agree; files shelf and main entry cards in the card catalog.
4. Checks automated catalog against dealer catalogs for out-of-print and new books. (Information must be accurate as the librarian's decision to order is based on information given.)
5. Records accessions in Accession Log.
6. Processes manuscript collections under direction of supervising archivist; produces guides to processed collections.
7. Photocopies materials for patrons.
8. Performs other job-related duties as assigned.

B. The following are possible additional duties for this position:

1. Supervise Grade 1 and 2 student employees on specific assignments.
2. Assist in training students.
3. See that the workplace and environs are clean.

III. Learning Opportunities:

- A.** Learns fundamental archival principles and methods
- B.** Develops a sensitivity to the need to maintain confidentiality
- C.** Develops library and bibliographic searching skills
- D.** Continues learning opportunities of Grades 1 and 2

IV. Basic Qualifications:

- A.** General: Proven dependability; self starter; previous experience as a Special Collections Apprentice II or pertinent experience elsewhere.
- B.** Skill: Some typing ability and computer skills.
- C.** Physical: Normal health. Some lifting may be required.
- D.** Academic: No specific background.

V. Desirable Qualifications:

- A.** Good communication skills, both written and oral.
- B.** Good interpersonal skills

VI. Narrative Summary:

During the course of employment, student served at the Special Collections reception desk, retrieved boxes and files of archival material, and collected relevant clippings from newspapers and magazines. Student filed items in the vertical files, took inventory, and supervised Grade 1 and 2 employees. Student checked in books that came from Cataloging and checked the automated catalog against dealer catalog for out-of-print or new books. Student recorded accessions in the Accession log and helped process manuscript collections under the direction of supervising archivist. Student also assisted in maintaining a safe, cleanly working environment. In addition, student performed additional job-related tasks as assigned.