

approved

## **STUDENT LABOR POSITION DESCRIPTION**

**Hutchins Library –Special Collections**

Most Recently Updated 11/25/00

Position Title: Associate  
Must work 10 hrs/wk.

**I. Grade Level: 4**

**II. Description:**

A. The following are the essential duties for an Association 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 Assistant as necessary.
3. Indexes Berea Alumnus, types index cards for this publication and files in index.
4. Does bibliographic searching.
5. Performs other job-related duties as assigned.

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

1. Supervise Grade 1, 2 and 3 student employees on specific assignments.
2. Assist in training students.
3. Assume responsibility for department if necessary.
4. Categorize and file ephemera.
5. See that the workplace and environs are clean.

**III. Learning Opportunities:**

- A. Develops supervisory skills
- B. Learns to use audio-visual equipment
- C. Continues learning opportunities of Grades 1,2, 3

**IV. Basic Qualifications:**

- A. General: Proven dependability; self-starter; previous experience as a Special Collections Assistant.
- B. Skill: Good typing ability and computer skills. Ability to use bibliographies, the automated catalog, and reference books to check for correct entries and bibliographic information.
- 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
- C. Must be willing to learn new duties

**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 supervised Grade 1, 2 and 3 employees and assisted in their training. Student checked in books that came from Cataloging and checked the automated catalog against dealer catalog for out-of-print or new books. Student indexed the Berea Alumnus, typed index cards for that publication and filed in index. 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.