

approved

STUDENT LABOR POSITION DESCRIPTION

Hutchins Library –Special Collections

Most Recently Updated 11/25/00

Position Title: Senior Associate
Must work 10 hrs/wk.

I. Grade Level: 5

II. Description:

A. The following are the essential duties for a Senior Associate 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 Associate as necessary.
3. Supervises the Reading Room. Locates and checks out books; never leaves room unattended or unlocked; knows and enforces special rules for the Reading Room, the Archives, and the four book collections.
4. Assumes responsibility for the care of Curio books.
5. Inventories archival and manuscript materials.
6. Checks filing and typing of the other student workers and provides instruction on how to do new jobs.
7. Assumes final responsibility for the Special Collections Area in the absence of the librarian and assistants.
8. Performs other job-related duties as assigned.

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

1. Supervise Grade 1-4 student employees on specific assignments.
2. Assist in training students.
3. See that the workplace and environs are clean.

III. Basic Qualifications:

- A. General:** Proven dependability; high degree of individual initiative; respect for property and rules; previous experience as a Special Collections Assistant.
- B. Skill:** Good typing ability and computer skills; good interpersonal skills; ability to meet and interact with the public.
- C. Physical:** Normal health. Some lifting may be required.
- D. Academic:** No specific background.

IV. Desirable Qualifications:

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

V. Narrative Summary:

During the course of employment, student served at the Special Collections reception desk, retrieves boxes and files of archival material, and collects relevant clippings from newspapers and magazines. Student supervised Grade 1-4 employees and assisted in their training. Student supervised the Reading Room, and assumed responsibility for the care of Curio 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.

Since Special Collections has unexpected visitors and scholars, this student must be able to meet people and emergencies with poise, and use tact in explaining the special rules. This student needs a sense of responsibility, must have common sense and good judgment in handling the unpredictable problems that arise in a research collection. She or he must have a very special appreciation for the requirements of the Special Collections Department.