Position: Library/Archives Assistant I

Begin Date: Fall 2015 – Spring 2016

General Description
Assist library/archives staff by processing archival collections. Office activities include filing, photocopying, correspondence, and telephone. Research in archives and reference books to respond to information requests.

Reports to Supervisor:
Director of the Library/Curator of Archives

Those assisted by this position:
Students, Faculty, and visiting patrons of the Lutheran Theological Seminary

Qualifications
Applicant should be able to follow processing guidelines for organizing archival collections, lift and move boxes up to 50 pounds from high and low shelving and using ladders, work independently without immediate supervision, and demonstrate good judgment in matters of confidentiality regarding the content of archival materials. Interest in research, positive approach to constituency contacts on the phone and in person, and ability to conduct correspondence via email and USPS are necessary.

Specific Tasks:
1. Provide basic library/archival instruction to patrons.
2. Preservation: processing, re-housing, arrangement and description of archival collections.
3. Office activity: filing, photocopying correspondence, telephone. (3 hours a week).
5. Staff the office one afternoon per week when other staff members are not present.

Name of FWS Employee: _______________________

Approval Supervisor: __________________ Date ____________

Approval Human Resources: ______________ Date ____________

Approval Financial Aid Committee: __________ Date ____________

APPROVAL FOR POSTING OF THE POSITION ________________________ B.O./F.A.