Position: Library/Lutheran Quarterly Archive Assistant I

Begin Date: Fall 2014 – Spring 2015

**General Description**

Assist library/archives staff by processing Lutheran Quarterly collection. Office activities – filing, photocopying, correspondence, telephone.

**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 library/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.

**Specific Tasks:**

1. Provide basic library/archival instruction to patrons.
2. Preservation processing, re-housing, arrangement and description of Lutheran Quarterly collections.
3. Office activity: filing, photocopying correspondence, telephone. (3 hours a week) – under guidance of Archives Curator.

**Name of FWS Employee:**

Approval Supervisor: __________________________

Approval Human Resources: ______________________

Approval Financial Aid Officer: ___________________