

Sul Ross State University
Position Description

Official Title: Associate Archivist

Salary Group: 10

Job Code: 3253

Summary

Function: Provide assistance to Archives users and ensure security of collections. Perform specialized duties in processing varied and large volumes of materials in the Archives.

Scope: Perform duties in the areas of Public Service and/or Technical Service in the Archives of the Big Bend.

Duties:

Essential: Provide specialized reference assistance to patrons of the reading room of the Archives in collections which document the history and culture of the Trans Pecos region of Texas and corresponding areas of northern Mexico. Interpret finding aids, give instruction in proper handling of materials and use of machines, pull and shelve archival materials and ensure their security. Maintain professional service-oriented environment in Archives reading room; work effectively in direct and continual contact with the public.

Assist with reports and special projects. Maintain Archives operations in the absence of the Senior Archivist. Follow procedures for daily premise security and emergencies. Maintain standards for personal safety and the safety of others. Attend work regularly and in accordance with agency leave and attendance policies. Comply with all agency policies and procedures and standards of conduct.

Non-essential: Other duties as assigned.

Supervision:

Received: Report to the Senior Archivist.

Given: May supervise student assistants, part-time employees, or volunteers.

Education:

Required: Bachelor's degree in Arts and Sciences or other relevant field; completion of a course of study which demonstrates academic curiosity and competence and knowledge of research strategies.

Preferred: Degree, coursework, or certification in archival studies desirable.

Equipment/Skills:

Required: Excellent oral and interpersonal communication skills. Excellent command of grammar and punctuation; ability to write clear, concise and accurate summaries and reports. Ability to organize tasks and materials and perform duties with limited supervision. Ability to establish and maintain effective working relationships with co-workers, the Archives patrons, and sister agencies. Computer literacy, including accurate keyboarding. Ability to lift and transport oversize materials and record cartons weighing up to forty pounds to and from stacks up to seven feet tall.

Preferred: Expertise with databases, familiarity and experience with SAA's APPM guidelines, USMARC record protocol, online systems, and a bibliographic utility (SIRSI preferred). Standard office machines.

Experience:

Required: Successful experience relevant to the duties of the position.

Preferred: Demonstrated effectiveness in providing services in direct and continual contact with the public in a professional setting desirable.

Working Conditions

Usual: Library, standard hours. Periods of walking, standing, bending, reaching, lifting and transporting 40-pound boxes and oversize materials to and from stacks up to seven feet tall; exposure to book dust, mold, and fluorescent lighting. Security sensitive.

Special: Occasional evening and week-end hours, travel and out-of-office activities.

Any qualifications to be considered in lieu of stated minimums require the prior approval of the Human Resources Director.

Date revised: July, 2004