

Sul Ross State University
Position Description

Official Title: Archival Field Representative

Salary Group: 5

Job Code: 4253

Summary

Function: To acquire or assist in the acquisition of appropriate materials for the holdings of the Archives of the Big Bend which document the history and culture of the Big Bend/Trans-Pecos region of Texas.

Scope: Performs duties as required to further the ongoing collecting program of the Archives of the Big Bend.

Duties

Essential: Develop and maintain contacts/relationships with existing and potential donor base. Solicit and acquire manuscript materials, maps, books, photographs, etc. Conduct oral history interviews. Maintain paperwork associated with donors and acquisitions. Responsible for personal safety and the safety of others; must exercise due caution and practice safe work habits at all times.

Non-Essential: Other duties as assigned.

Supervision

Received: Reports to Archivist

Given:

Education

Required: High School graduate or equivalent.

Preferred: Bachelor's degree.

Experience

Required:

Preferred: Successful experience in Field Collection of Archival materials and or conducting oral history interviews. Knowledge of the history and culture of the Trans-Pecos region of Texas.

Equipment/Skills

Required: Excellent oral, written, and interpersonal communication skills. Ability to establish and maintain effective working relationships with donor base, co-workers, and the general public. Word Processing. Standard Office Machines.

Preferred: Successful experience working in an Archives performing the duties of a Field Representative and or Oral Historian. Excellent written and spoken Spanish.

Working Conditions

Usual: 20 hours per week. Position is Security Sensitive.

Special: Travel required for approximately 50% of work time for the purpose of conducting duties of the job.

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

Date revised: January, 2004