



## SCCA Student Assistant

### *Special Collections & College Archives*

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*Spring 2024*

#### **Duties/Responsibilities:**

Special Collections and College Archives houses and processes rare books and archival materials. Student assistants work in a general capacity or through work dedicated to special projects based on need and student interest. Projects can include physical processing of collections, collection inventory or shifting projects, preparation of social media posts.

#### **Qualifications:**

- Must be willing to learn and follow detailed instructions to ensure that rare materials are handled according to best practices
- Must be detail-oriented and resourceful
- Physical aspects of the job include bending to shelve books, pushing book-carts, lifting archival boxes
- An interest in GLAM (galleries, libraries, archives, and museums) is preferred but not required

**Start date:** January 20, 2024

**End date:** May 11, 2024

**Work Schedule:** Flexible within SCCA reading room hours. SCCA reading room is open Monday-Friday 9-4:30.

**Hours Per Week:** up to 10 hours per week

**Starting pay rate:** \$16.78 per hour

**Work Award:** Yes, it is required.

To apply, please submit student employment [application](#) to [aquan3@oxy.edu](mailto:aquan3@oxy.edu)