



SCCA Student Assistant

Special Collections & College Archives

Fall 2025 - Spring 2026

Duties/Responsibilities:

Special Collections and College Archives houses and processes rare books and archival materials, and oversees the Lowercase Printshop. Student assistants work in a general capacity or through work dedicated to specific projects as directed by SCCA staff.

Work can include physical rehousing of collections, creating inventories, moving of materials, cleaning materials and shelves, assistance with class preparation and wrapping up in the reading room and printshop, drafting of social media posts, reshelving books, learning how to use library and archives-related software, assisting with reference services, and other duties as assigned.

Qualifications:

- Must be willing to learn and follow instructions to ensure that rare materials are handled according to best practices
- Must be detail-oriented and have curiosity about historical materials
- Physical aspects of the job include bending to shelve books, pushing book-carts, lifting boxes, being exposed to some dust (masks are supplied)
- Familiarity with spreadsheets (Excel, Google sheets) and Google Workspace
- To work in the printshop, previous experience is required
- An interest in GLAM (galleries, libraries, archives, and museum) is preferred but not required

Start date: August 17, 2025

End date: May 9, 2026

Work Schedule: Flexible within SCCA reading room hours: 9 am-4:30 pm, Monday-Friday, occasionally staying open until later.

Hours Per Week: up to 10 hours per week

Starting pay rate: \$17.87

Work Award: Yes

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