



SCCA Assistant

Special Collections & College Archives

Fall 2022

Duties/Responsibilities:

SCCA is looking for a dependable, detail-oriented student to assist our staff. In this position, you will be asked to perform a variety of duties:

- conduct research using a variety of primary source materials and reference databases;
- assist with patron services in the reading room;
- contribute to the department's social media accounts including Instagram;
- upload digital collections and enter metadata into various digital collections management platforms;
- perform copy cataloging;
- create and update inventories using the Google Suite;
- use imaging equipment and software to scan materials;
- help prepare exhibits, classes, special events, and presentations;
- assist in the physical and intellectual arrangement of the collections and input data into ArchivesSpace (collection management software);
- shelve and help process rare books, manuscripts and archival materials;
- assist in rehousing rare materials.

Qualifications:

Required Qualifications:

- work-study eligible;
- familiarity with Google Suite;
- curiosity about and interest in historical artifacts;
- research and writing skills;
- attention to detail;
- ability to work in a team environment and also independently;
- willingness to learn proper handling of fragile, rare, and archival materials;
- experience with or willingness to learn specialized library and archive technologies for cataloging and metadata creation such as Alma, ArchivesSpace, FilemakerPro;
- ability to lift 25 lbs.

Desired Qualifications:

- familiarity with creating content for/posting to social media platforms;
- reading proficiency in a non-western language, especially Japanese.

Start date: September 18, 2022

End date: December 16, 2022

Work Schedule: To be scheduled, Monday-Friday, 10:00am - 4:30pm

Hours Per Week: 4-8 hours

Starting pay rate: \$16.04

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

