SCCA Assistant-Archives
Library Special Collections & College Archives
Fall 2021

Duties/Responsibilities:
Conduct research using archival, rare and other historical and primary source materials; supervise the reading room; assist in preparing exhibits, classes, special events and presentations; create and update inventories and records; assist in the physical and intellectual arrangement of the collections; shelve and process historical records, photographs, publications, manuscripts and archival materials; physically move and/or shift book and archival collections. Work independently and on collaborative assignments.

Qualifications:
Interest in history and cultural artifacts; great attention to detail; excellent research and writing skills; familiarity with Google Workspace, MS Word, MS Excel, Adobe Photoshop; attention to care and handling of fragile rare and archival materials; skills in or capacity to learn specialized library and archive technologies.

Start date: Sept 13, 2021
End date: May 14, 2022
Work Schedule: To be scheduled Monday - Friday, between 10am - 5pm
Hours Per Week: 6 – 8
Starting pay rate: $15/hr

To apply, please submit student employment application to dstieber@oxy.edu