

ISSUED: 6/01

6/93 & 5/88

SALARY

CLASS

SCHEDULE: B

CODE: PN508

SALARY

EEO

GRADE: 9

CODE: 50

FLSA: Non-Exempt E-CLASS: PN

TITLE: Archivist Assistant I

UNION: P&A Union – Local 1979, U.A.W.

POSITION PURPOSE

Perform para-professional archival duties in the selection, processing and maintenance of University Archives in accordance with established standards and practices.

ESSENTIAL JOB FUNCTIONS

- Receive, examine and appraise records, letters, papers and manuscripts to determine their historical value. Arrange and identify collections according to standard archival practices giving appropriate attention to source and origin of the items in the collection.
- Laminate or arrange for lamination of worn, torn and fragile items in accordance with standard archival practices. Dispose of records having no permanent value.
- Recommend removal for security storage of items of unusual value or of highly sensitive nature concerning living persons or contemporary events.
- Assist faculty, student and non-University patron researchers in the use of the archives. Answer questions and resolve problems which may arise. Prepare suitable guides for the use of the collections.
- May provide functional supervision to student assistants involved in routine clerical functions of processing collections. Assign and monitor work activities. Train and instruct in appropriate methods and procedures.
- Perform related work as assigned.

ADDITIONAL COMMENTS

This classification is designed to provide research assistance to patrons and scholars utilizing the archival collections of the Reuther Library of Labor and Urban Affairs. This classification is expected to select and maintain inventories of papers, letters, etc., develop guides and instructional aids and assist patrons in the use of collections. The incumbent performs complex and specialized archival work. Work is performed independently according to established archival standards and procedures. This classification is generally located in the Reuther Library of Labor and Urban Affairs. This classification reports to and receives work direction from a management level position.

THIS DESCRIPTION IS INTENDED TO INDICATE THE KINDS OF TASKS AND LEVELS OF WORK DIFFICULTY THAT WILL BE REQUIRED OF POSITIONS THAT WILL BE GIVEN THIS TITLE AND SHALL NOT BE CONSTRUED AS DECLARING WHAT THE SPECIFIC DUTIES AND RESPONSIBILITIES OF ANY PARTICULAR POSITION SHALL BE. IT IS NOT INTENDED TO LIMIT OR IN ANY WAY MODIFY THE RIGHT OF ANY SUPERVISOR TO ASSIGN, DIRECT AND CONTROL THE WORK OF EMPLOYEES UNDER THEIR SUPERVISION. THE USE OF A PARTICULAR EXPRESSION OR ILLUSTRATION DESCRIBING DUTIES SHALL NOT BE HELD TO EXCLUDE OTHER DUTIES NOT MENTIONED THAT ARE OF SIMILAR KIND OR LEVEL OF DIFFICULTY.

MINIMUM QUALIFICATIONS

- Graduation from an accredited college or university with major coursework in archival administration or an equivalent combination of education and/or experience.
- Some experience in archival work.
- Ability to arrange and evaluate collections according to established standard archival practices.
- Knowledge of archival administration including the selection, processing and preservation of historical, valued and often sensitive collections.
- Some knowledge of automated techniques.
- Typically, incumbents have held positions as students, researchers, museum associates, etc.