



Position Title: Part-Time Archives Coordinator

Job Code: 8104

Reports To: College Archivist

Grade: HI

FLSA: Exempt

Job Description:

The Part-Time Archives Coordinator provides direct assistance to the coordination of daily activities of the College Archives

Duties & Responsibilities:

- Coordinates and maintains the activities of the Wolfson Archives
- Coordinates annual Home Movie Day event and other events
- Serves as liaison with film donors and Archives clients
- Develops and implements the asset management system and related databases to catalog and maintain the archival collection
- Preserves, digitizes, catalogs, organizes and maintains historical films and videos
- Researches the archival collection to resolve and respond to issues and questions from staff, faculty or the community
- Performs other duties as assigned

Essential Personnel:

Non-essential

Minimum Requirements:

- Bachelor's degree from an accredited institution and three (3) years of related experience.
- Must possess excellent oral and written communication skills
- Must be thorough, detail-oriented and highly organized
- Must possess strong interpersonal and decision-making skills
- Proficiency in Microsoft applications
- Ability to work in a multi-ethnic, multi-cultural environment

ACKNOWLEDGEMENT

I have read and acknowledge receipt of a copy of my job description.

Signature

Date

Printed Name